Old Shift Guides

- All Shifts
- Opening Shift
- Closing Shift

All Shifts

- Ensure you have access to the #techs and #techs-live Discord channels and that notifications are turned on during your shift.
- Follow task instructions below for general duties
- Work on any shop projects (as assigned)
- Answer the phone and take any messages submitting them on the phone message form.
- Perform at least one round to ensure:
  - Check and empty or ask member to empty main dust collector
  - Pull the sweep cables on the fines filters while the dust collector is off
  - Check and empty or ask member to empty CNC dust collector
  - Observe that members are operating woodworking tools with the dust collection blast gates open.
  - Members are aware you are the Shop Tech on duty
  - Members are being safe on equipment
  - Members checked in when they arrived, Member Check-In Log here. (The login page is bookmarked on the ipad, you could take the ipad to the members who need to sign in.)
  - Instructors (if there is class) have everything they need
  - That there is no unattended equipment (other than 3D Printers)
  - Pause any unattended laser or cnc jobs report member who left unattended job to staff.
  - That there are no big, unattended messes
  - Encourage members to sweep up their work area. Sweep common spaces as needed.
  - If bathroom trash is full, please empty. Replacement liners are in the utility closet.
  - If paper towels are out, replacements are in the "classes and events" room.
- Give tours using the Shop Tour Cheat Sheet (check api/events to see if there are any attendees for any tours on your shift)
- Fill out the End of Shift report at the end of each shift.

Answering the Phone

Shop Techs should answer the phone when it rings 10am - 10pm. You can answer the phone with a greeting such as:

Protohaven, This is Jeff, how can I help you?

If you can help answer their question please do so. Many times the questions are about shop hours, memberships, classes and the like. You can look at the website or direct them to the website if they are able to do that on their own. If there is a question that you don't know please take a message please complete the Phone Message form.

Donations

Protohaven does not accept walk-in donations - direct individuals to fill out this form and wait for approval before they drop stuff off. The form is also linked from the donations page on Protohaven's website, if you're directing folks by phone.

This policy exists because well-minded individuals have dropped off everything from non-functioning equipment to bags full of dirty socks. Any donations accepted outside of this process will be the responsibility of the person who accepted them - you'll have to fill out the form and await approval.

Tours

Tours are scheduled when people sign up for them - there's a slot each in the morning and evening.

- Check the google calendar on the front desk computer to see if there are any attendees for any tours on your shift.
- Tour Video Playlist
- Shop Tour Cheat-Sheet (new) or old

Shop & Maintenance Tasks

Shop Techs are responsible for progressing (completing or making meaninngful progress on) at least one maintenance task per shift.

Use the tech_ready hotlist for tasks that can be completed quickly and with little coordination:

1. Find a task you'd like to do
2. Assign yourself to the task (click on it, click the assignee section, find your name, click)
3. Do the task, then mark it as complete

If there are no tasks in the above list, post to #techs asking for things you can do to help.

A master list of tasks (many of which may need further conversation) exist at Shop & Maintenance Tasks Project in Asana.

- Tool Report & Maintenance Request
- Current Tool Status
- The key to the compressor is in the second drawer down of the maintenance cart.
- The key to the laser cabinets is in the second drawer down of the maintenance cart.

If you need to add a recurring maintenance task, don't do it in Asana - confirm with a Lead that it's necessary, then use this form to add it to our maintenance task generator.

Store and Storage Purchases

All store items (and storage) are paid for on the Square App on the iPad and we do not accept cash.

Click here for a walk-through on how to ring up a sale using Square.

Opening Shift

Getting the shop ready for the day.

- Unlock the front door using the August app.
- Turn on the lights:
  - Switches: Main entrance, Double doors
  - Turn on the breakers in Panel B marked with painters tape # 7, 9, 15, 19, 21, 23, 29
- Take the phone from the charging cradle and make sure it is always with one of the techs during the shift.
- ***Before 10am!*** Check Oil Level on the Air Compressor. Checking oil level needs to be done after it's been off for at least 10 minutes and before the air compressor is scheduled to turn on at 10am. There is a window on the back side away from the air tank. Use your phone flashlight to look through the window and verify that oil is visible at the halfway mark in the sight glass.
- Confirm the compressor is timed to turn on - check ~15-20 mins after open to make sure the air pressure is good and the compressor is listed as "in set" on the display.
  - Check for moisture in the Air compressor tank, file tool report if more than a mist of water is found.
- Open the Protohaven Dashboard on the Front Desk computer and log-in to the Protohaven Workshop Google account (workshop@protohaven.org).
- If any Isotunes headphones were left charging overnight, return them to the rack.
- Walk through the shop and return any tools sitting out or in the wrong crib to the appropriate place. If an area is in significant disarray, notify staff.
- Place abandoned items in scrap bins or in the lost and found.
- Follow the "storage violation" process outlined later in this document - adding new violations and notifying if active violations are no longer present.
- Check the kitchen trash bag, and pull it out if more than half full or smelly, and take it to the dumpster. Replace the bag. *The lids of the dumpster must be able to close or the shop will be fined.* If the dumpster is too full to add more to, condense the trash to a couple of bins inside the back door so it can be thrown away after the next trash pickup. Dump Studio trash into one bin if possible and take that to the dumpster along with trash from the wood shop, metals areas, offices, forge and jewelry areas. Return trash cans to their appropriate area! Make arrangements for full recycling containers to be emptied at Construction Junction.
- Wipe down surfaces, keyboards, and mice in the Studio with disinfectant wipes.
- Throw out any oily rags left on the loading bay floor (left out by evening shift)
- Turn on the TV by the Lost & Found by tapping the front of the bezel by the power icon, then wake the attached laptop by lifting and closing the lid.
- Ensure the blade guards are installed on both table saws.
- Summer: Water plants on pallets out front. Green watering can is by front door.

Closing Shift

Shutting down the shop for the night.

- One hour before closing, announce and/or notify all members in the shop that your shift is ending and you will be closing the shop down. Politely ask all non-Pro Members to begin cleaning up and preparing to leave, and remind all members to reserve a storage space for anything they are leaving at the shop. Non-Pro Members may not stay after hours, even if a Pro Member is present.
- Submit an end-of-shift report and log anything noteworthy that happened during your shift.
- Walk through the shop and return any tools sitting out or in the wrong crib to the appropriate place. If an area is in significant disarray, make sure it's discussed in your end of shift report.
- Check and turn off the pickle pots in the jewelry area.
- Close valve on propane bottle for Forge.
- Close valves on gas bottles and purge pressure in the welding area.
- Check and turn off the Sandblaster cabinet, (switch is on the top left of the cabinet).
- Check and turn off control boxes for cnc plasma and cnc router.
- Close all dust collection blast gates except for the table saws and planer.
- Turn off the overhead air filters in the woodshop area.
- Turn off power to Table Saws using the little red/yellow switch.
- Ensure Soldering Stations are unplugged.
- Turn off all hub and classroom computers.
- Turn off the vinyl cutter and heat press in the graphics area.
- Ensure all other tools (sandblaster, CNC plasma/router, etc.) are turned off.
- Place abandoned items in scrap bins or in the lost and found. Place a pink "Paid Storage Required" notice with today's date on any projects or materials that have been left sitting out, or in lockers, shelves, or other storage areas with no storage receipt. If the owner of the items left out is known, use the Dashboard to submit an Unpaid Storage Form so that they may be billed for storage.
- Empty at least one trash can into the dumpster. Return trash cans to their appropriate area.
- Check the red trash bin underneath the pipe bender for oily rags; if there are any rags in the bin, spread them out on the floor of the loading bay to dry overnight. Morning shift will throw them out.
- Wipe down the countertops and tables in the kitchen with disinfectant.
- Empty coffee pot if needed.
- Ensure all kitchen appliances are powered off or unplugged.
- Return the phone to the charging cradle.
- Turn off any of the TVs in the studio that are on.
- Lockup:
    - Ensure both back doors are closed and latched

    - Ensure all windows are closed and latched
    - Lock the Front Door
    - Ensure Garage doors have the broom handle and latch in place.
- Turn Off Lights
    - Switches: Main entrance, Double doors
    - Turn off the breakers in Panel B marked with painters tape # 7, 9, 15, 19, 21, 23, 29
    - Close all office, conference, and classroom doors
- Exit through the loading dock door into the parking lot