Rules

Citrus MakerSpace (CMS) is a doing business as under The Business Center for Citrus County, Inc. a 501c3 non-profit organization.

CMS is funded by grants and contributions from other non-profits, public entities and the public. None of the operating funds of CMS come directly or indirectly from any governmental subdivision.

CMS is a Volunteer organization, run by an Advisory Committee. The Chair of the Advisory Committee will always be a member of the Board of Directors of the 501c3. We have promulgated the following rules as a guide for the orderly operation of the organization and for the safety of our members and protection of our facility and equipment.

Additional rules and guidelines may be added as necessary. Additional rules or amendments to rules will be provided to all members via email.

General Rules

1. Members will be issued a key card to access the front door on a 24/7 basis.
2. Members may not allow non-members to access the facility with their key card.
3. Members may bring a guest into the facility.
   a. Member is responsible for the conduct and safety of any guest.
   b. Guest are not permitted to operate any CMS equipment.
   c. Guest under the age of 18 must be in the presence of the member at all times.
4. Members are expected to leave the work area as clean as they found it.
5. Members are expected to make sure all doors are secure upon departure and no other members are present.
6. The refrigerator in the facility may be stocked with bottle water and soft drinks. There will be an "honor" cup in the refrigerator for Members to voluntarily pay for items consumed. Personal food and drink may be placed in the refrigerator, but must be removed when the Member leaves the facility.
7. Members understand that CMS is a volunteer run organization that operates in a semi-rural community. Therefore, Members accept that the organization may not have access to expert instruction in all of the operational areas. Members will be provided with training resources such as operation manuals and video training of most of the machines in the facility.

Wood Shop Rules

1. CMS Wood Shop has limited space available. For that reason, most of the equipment available is equipped with casters to make the machine easily movable. Machines may be staged on the east wall but can be easily moved to an area with power access and sufficient space to safely function. Members are expected to return machines to their original staged position at the end of their session.
2. Members will provide all materials necessary for the completion of their project.
3. All members utilizing any of the cutting tools or machines must have completed both the video and in person safety training and be approved by the Wood Shop Lead Person.
   a. This shall include the table saw, miter saw, chop saw, radial arm saw, band saw, drill press, routers and the CNC router tables.
4. All members working in the wood shop will be trained how to properly connect and use the dust collectors and use of the shop vacs.
   a. Members are expected to clean any dust, wood shavings, or residue resulting from their use of tools or machinery.
5. Members using the CNC Routers shall receive specialized training via video and in person training. Upon completion of the training, the member will be given login access to the Lenovo laptop assigned to the CNC units.
   a. Members **must** stay with the CNC machine while it is operating.
   b. A checklist will be provided for users to follow while using the CNC machine.
   c. Members must closely follow the CNC Machine operation guidelines.
6. A log will be maintained for any machinery or tool failure noting the time and nature of the failure. Members are expected to record any machine or tool failure at the time of the incident. Machinery failures should be reported via txt to the Chairman and or the Wood Shop Lead Person as soon as possible after the incident.
7. If the member does not rent an available storage bin, they must remove any personal supplies and work in process upon exiting the facility.
8. Members will clean up any residue and place any scrap materials in an appropriate trash receptacle.
9. Members may request the acquisition of replacement saw blades, drill bits, CNC bits, sanding supplies from the Wood Shop Lead Person.

Laser Etching Machine Rules

1. Members must watch the available Lightburn software and Boss Laser tutorial videos before using the machine.
2. If you are unsure about the material you are planning to place in the Laser machine, check with the designated member before beginning the project. See page 11 of the Boss LS series User's Manual for a list of materials that are safe to cut and engrave.
3. Member must stay with the machine at all times when the machine is operating.
4. Members shall closely follow the Operating Checklist on each project.
5. Members will provide all materials for their project.
6. Members will clean up any residue and place any scrap materials in an appropriate trash receptacle.
7. A log will be maintained at the machine capturing the type of material used and the machine settings that resulted in a successful project. Members will update the log at the completion of each project. This information will aid fellow Members in knowing the settings for various materials.
8. Be sure to turn off both the Boss Laser and the support equipment.

3 D Printer Rules

Members shall view the Bambu Lab and Bambu Studio tutorial video before using the machines.

1. If you are not sure how to safely proceed with a project contact the designated member prior to starting the project.
2. Some 3 D projects can take an extended period of time to complete. Do not start a long run project on a machine that shows to be reserved by another member if the reservation will conflict with the expected time to complete the project.
3. Members will provide their own filament if there is not a sufficient amount available in the machine or on the shelf in the room. Members may leave excess personally provided filament in the machine or remove it and may place it on the shelf in the room.
4. For most projects PLA filament is recommended.
5. Members will clean up any filament residue produced upon completion of their project.
6. Please share any suggestions relating to types of filament, settings, etc. that may lend to the success of future projects.

Embroidery Machine Rules

At this time, we do not have a member with the experience to oversee embroidery machine use. Therefore, members are expected to read the operating manual for the machine they intend to use. These operating manuals can be accessed from the desktop on the Learning Carel machines provided.

1. It is recommended that members experiment with less costly materials until they feel they are proficient in the operation of the machine.
2. Members are expected to provide their own materials, including thread.
3. Members will clean up the work area upon departing.

Electronics Work Station Rules

1. Members will watch available video tutorials before using the soldering equipment. Links to tutorial videos may be accessed from the desktop on the Learning Carel Machines provided.

2. Members must make sure all electronics and soldering equipment is turned OFF before exiting the area.
3. Labeled storage bins will be available for components that are removed and can be repurposed or recycled.
4. Always be cautious when testing or dismantling electronic components.