

Lowell Makes Orientation Packet

Version: 2/2/2024

Welcome to Lowell Makes! We are a nonprofit collective of builders, artists, artisans and makers who have come together with the goal of creating while using shared space, tools and knowledge. The following packet will help you learn the practices and expectations here at LM. It will also serve as a handy reference should you have questions during your time as a member. Thank you for joining our hello community and we are happy to have you on board!

Lowell Makes Contact Info

Hours: 24/7, 365

Phone #: 978-905-8123 (please email for a faster response, this is a voicemail line)

Email: info@lowellmakes.com

Address: 130 Western Avenue, Lowell, MA 01851

Open House:

Wednesdays 6-8pm

All members and prospective members are invited to visit, get a tour and get signed up or onboarded. The shops are available for viewing during this time, but are not available for non-members to use.

Getting Started!

In this packet we'll go through the simple steps to get you set up and ready to start making!

1. Get Onboarded - That's what's happening now! Read over this packet, familiarize yourself with the policies and possibilities here at LM. Getting on-boarded includes the following:

- a. Read the Onboarding and Orientation Packet
- b. Read and sign the [Waiver of Liability](#) and the [Lowell Makes Membership Agreement](#)
- c. Get your RFID key fob for LM access

2. Get Connected - Now it's time to start connecting with your fellow members! We have two main sources for members to find information: Basecamp, our internal communications tool, and Nexodus, our Member Portal.

- a. Review the resources on the [Lowell Makes Nexodus Member Portal](#)
- b. Check out our classes and events
- c. Get invited to Basecamp. Any member can invite any other member.
- d. Join Shop Teams on [Basecamp](#)

3. Get Checked Out in the Shops - Each shop has a different check-out process. This is where you can show your proficiency with the tools and learn about shop expectations. If you need help or training, you can either schedule time with the Shop Captain for an orientation or take a class, depending on the tool and the shop.

- a. See page 7 for a list of all shops and tools that require a check out
- b. Schedule time with the Shop Captain to learn about a shop's rules and safety.
- c. Sign up for a class or one-on-one session with the Shop Captain for any tools that are unfamiliar to you.

Who's Who?

Lowell Makes is a volunteer-led, non-profit 501(c)3 organization.

That means that members keep it running. So, who's the most important person around LM? You are! LM relies on its members to keep the wheels turning. We do have, however, a few members in specific leadership positions around the space. These are the people you can contact with questions, suggestions and opportunities to make the space better or to learn about how to get involved!

BOARD OF DIRECTORS:

President: Rio Sabella

Secretary: Sam Burdett

Treasurer: John Noto

Board Members-At-Large: James Saunders, Jack Walsh, Eric Sack, Mark Palermo.

Committees:

The various duties that have to be done to keep LM working smoothly are delegated to several committees made up of volunteer members. These committees make decisions that keep things running smoothly and help make improvements.

Each committee has different responsibilities and most are looking for new and interested members to join. If you want to learn more about a committee, reach out to any committee member using Base Camp.

Executive Committee (ExCom) - excom@lowellmakes.com

ExCom is made up of the chairs of our other committees and from the Board of Directors. It is responsible for oversight and day to day running of LM

Committee Chair: Rio Sabella

Committee Members: Sam Burdett, John Noto, Tracy Flynn, Lynn Desmarais, Mike Irons, Jan Goplerud, Jim Frederick, Avi Dutra-Silva, and Toph O'Leary.

Meeting Times: 4th Tuesday 7-9pm, meetings can be sat in on by request

Operations Committee (Ops) - ops@lowellmakes.com

Operations covers all the on-the-ground work at LM. They plan and execute facilities, maintenance, IT, and general repairs. **Contact Ops if things are broken!**

Committee Chair: Mike Irons

Committee Members: Rudy Dominguez, Mike Rushton, Sam Green

Committee Advisors: Toph O’Leary, Jim Frederick, Avi Dutra-Silva

Meeting Times: 4th Monday 6:00-7/8pm

Education Committee (EdCom) - edcom@lowellmakes.com

The Education Committee coordinates and oversees all of the educational opportunities for members of LM and the local community.

Committee Chair: Jan Goplerud

Committee Members: Kathy Richard, Brendan Luchen, Chris Bouressa, Christy Matte

Committee Advisors: Undefined

Meeting Times: 3rd Monday 6:30-7:30pm

Marketing Committee (MktgCom) - marketing@lowellmakes.com

Designs marketing campaigns and strategies and manages the social media accounts for LM; they also work closely with both MemCom and EdCom to ensure the information they need externally communicated gets sent out effectively. If you found out about LM before visiting us, you might have Marketing to thank for that!

Committee Chair: Avi Dutra-Silva

Committee Members: Rudy Dominguez, Andee Wilcott, Juliana Mietus

Committee Advisors: Amy Watson, Tracy Flynn

Meeting Times: 3rd Tuesday 6-7:30pm

Membership Committee - memcom@lowellmakes.com

Membership Committee put together this document! They are responsible for member experience. They regulate signup, onboarding, tour and orientation process, and do member in-reach and community events.

Committee Chair: Lynn Desmarais

Members: Alicia Rodriguez, Josh Mazgelis, Keara Van Nevel, Dylan Lavender

Committee Advisors: Undefined

Meeting Times: 3rd Thursday 6-7pm

Space Committee (SpaceCom) - spacecom@lowellmakes.com

Makes decisions regarding space and layout at LM. This includes shop space, workspace, storage, and rental space. Space Com handles licensing of studios, work benches, storage shelves and lockers as well.

Committee Chair: Jim Fredrick

Committee Members: Derrell Lipman, Thomas Jokinen, Dana Kelly

Committee Advisors: Toph O'Leary

Meeting Times: 2nd Tuesday 8-9pm

Finance Committee (FinCom) - fincom@lowellmakes.com

The Financial Committee holds the pursestrings of LM. They approve budgets and expenses, and make sure we have enough money to keep the doors open and the heat on.

Committee Chair: John Noto

Committee Members: Sam Green, Mike Irons

Committee Advisors: All of ExCom

Meeting Times: Undefined

SHOP CAPTAINS:

Shop Captains are members who volunteer to manage the shops at Lowell Makes. They are Dukes and Duchesses of their shops and oversee all aspects of said shop, from budgeting, to safety, to upgrades, to maintenance. All decisions about a shop must get approval from a Shop Captain. For a full list of Shop Captains, see the list on page 7 or check out Basecamp for a complete and up-to-date list.

Interested in becoming more involved in a shop? Reach out to the leadership to learn more!

Getting Connected and Getting Involved

We have an amazing collection of talented, intelligent, and creative members. The collective knowledge of this community is the best tool we offer. Here are ways of connecting with and joining our community.

Members Meeting

First Tuesday of every month, 7-8pm

All members are invited, virtually or in person. Find out what's happening at your makerspace!

Basecamp

We expect all LM members to be involved on Basecamp, our main method of communication between members. It is the best way to contact anyone at LM and keep up on everything happening at LM. Once you're invited by a member, Basecamp is available as an App and website.

- **Teams and Projects** - Individual communities for shops, committees, or areas of interest. Each Team or Project has the following subsections:
 - **Campfire** - a discussion section with a feed where new posts appear in real time.
 - **Message Board** - Announcements, updates, and topics that involve longer discussions.
 - **Docs and Files** - Pinned documents and files relevant to the Team. These can include Checkout paperwork, rules, contact information, or other crucial documents.
- **Pings** - Direct Message another member of LM. It is the best and fastest way to get a question answered by a Captain, Committee Chair, or another member.
- **Opportunities** - You can find job opportunities, stuff for sale, discounts at local businesses for LM members, and volunteer opportunities both around the space and out in Lowell. Check out **Member Market and Swap** and **Commissions and Job Requests** as a way to get started.

Basecamp is not like other social media! Basecamp is the online extension of our physical space. You will have real-life interactions with the Lowell Makes members who read your posts on a Message Board or in Campfire. Keep your posts (and your private pings) civil and constructive. Avoid sarcasm as it does not translate well. Please bear in mind that Lowell Makes has policies in place requiring members to treat each other with kindness and respect in all venues..****Please think before you post****

Lowell Makes Member Portal

Nexodus, our Member Portal is where you signed up for your tour and membership. You can find and register for upcoming classes and events, update your membership plan, and change your personal information as well. Going to members.lowellmakes.com will redirect you to our Nexodus site.

Activities

We have interest groups that meet to learn new skills, practice and share existing skills, or work on projects. When you are set up in Basecamp, you can ping any of the individuals below for details.

Group/Activity	Meeting Schedule and Location	Contacts
Locksports	Third Sundays Each Month 1 - 4pm Upstairs Classroom	Greg Danielius Eric E
Electronics & Robotics Hackers Night	Second Tuesday of the month Electronics Shop	George Smolinski John Lamport
Ham Radio	TBD Contact George for details	George Smolinski
Fiber and Mixed Media (FAMM) Meet-Up	Second Wednesday Each Month 7 - 9pm Upstairs Lobby	Judie Barnhill
Game Night	Every Wednesday Evening 7 - 9pm Upstairs Classroom	Savage Suon
Friday Night Cosplay	At least once per month Contact Castro for details Cosplay Shop	Castro Yves
Movie Night	Varies; Announced in HQ on Basecamp The Lounge	Dylan Lavender
Linux Guild [LMLUG]	2nd/4th Thursdays Each Month 6-9pm Upstairs Classroom	Avi Dutra-Silva Robby Zambito

Checkouts

These shops, areas and tools require Checkouts before use. Shop Captains are listed in **bold**, their Co-Captains are also *italicized*. You may reach out to any individual in the Contact section via Basecamp, or send an email to the shop address for either a checkout or more information.

Shop/Tool	Contact	Information (Times are approximate)
Woodshop	woodshop@lowellmakes.com Jon Goplerud, Jim Richard	Lvl.1 (small tools) No Exp. Req. [1hr] Lvl. 2 (all tools) Exp. Req [2 hrs] Lathe Room - separate checkout [1hr]
Metal Shop	Machineshop@lowellmakes.com Ben Towle, Toph O'Leary	Metal Mill, Lathe, Tormach CNC, MIG, TIG, Surface Grinder, & Belt Grinder - All separate checkouts. Some Exp. Req [Time varies]
Laser Cutters	laser@lowellmakes.com Samuel Green, Eric Penchansky	Full Spectrum and Glowforge - separate checkouts. No Exp. Req. [30 min]
Media Production Studio	mediaproduction@lowellmakes.com Josh Mazgelis	Covers all audio and video equipment No Exp. Req. [30min]
3D Printers	3DPrinting@lowellmakes.com Dana Kelly, Theo Tasker	Entry lvl. Prusa 3D printers. No Exp. Req. [1hr] Lvl 1 Enders & more. Exp. Req. [1hr]
Spray Booth	sprayroom@lowellmakes.com Savage Suon	No Exp. Req. [30 min]
Electronics	Electronics@lowellmakes.com George Smolinski, Rudy Dominguez	No Exp. Req. [15 min]
SEM (Scanning Electron Microscope)	SEM@lowellmakes.com Kreg Kaminski, Brendan Treanore	No Exp. Req. [30 min]
FAMM (Fiber Arts and Mixed Media)	famm@lowellmakes.com Christy Matte, Judie Barnhill	General equipment. No Exp. Req. [30 min] Sewing machines Leather sewing machines, Glass Kiln. Some Exp. Req. [30 Min]
2D Printing	2dprinting@lowellmakes.com	Covers all equipment. No Exp. Req. [30 min]
Rapid Prototyping (CNC)	rp@lowellmakes.com Jim Frederick, Toph O'Leary	Some Exp. Req. [1hr]
Ceramics	ceramics@lowellmakes.com Jan Goplerud, Neil Fallon	Some Exp. Req. [1hr]
Bike Shop	bikeshop@lowellmakes.com Samuel Green, Steve Birmingham	No Exp. Req. [15 min]
Brew Shop	brewing@lowellmakes.com	21+ No Exp. Req. [30 min]
Caffeine Lab	coffee@lowellmakes.com Eric E., Greg Danielius	In progress
Cosplay	cosplay@lowellmakes.com Castro Yves, Jill Mook	No Exp. Req. [30 min]

Policies

These policies are integral to the functioning of LM as a community. ExCom may change or adjust these policies as needed; stay up to date by checking basecamp or the digital versions of this document.

Clean up after yourself – All members are expected to clean up after they work. This means sweeping, dusting, or wiping down the areas and tools you used, returning tools to their proper place, and resetting any adjustments you have made to a tool.

Report anything broken - Broken shop equipment must be reported to shop captains. Report building issues (leaks, clogged toilets, etc.) to Operations.

Incident reporting - Safety issues or injuries must be reported by submitting a Safety Incident & Injury Report form (located in Basecamp > Town Square > Docs & Files > Surveys and Forms folder).

Respect other people's projects – Don't damage, use, or otherwise disturb other people's projects. If you do move a project, do so carefully and alert the owner of its new location.

Keep the doors closed – Do not leave doors unlocked or propped open when unattended.

Scan your fob when you enter - Even if the doors are held open for you, please scan your key fob before you enter. This helps us with occupancy data and safety.

All tools stay on site - No tools may leave Lowell Makes for any reason.

Adhere to all posted signs - sometimes policies, guidelines, or checkout rules change. All of these changes will be made clear in signs posted around the space. All members are expected to follow directions given on posted signs.

Guests - Non-member guests are permitted at LM so long as they do not use LM equipment or interfere with other members. Guests and their actions are the sole responsibility of the host member.

Respect our Neighbors - Be respectful of our neighbors at Western Ave Studios and Navigation Brewing. We share a parking lot, loading dock and elevator with them.

Follow all shop rules – Each of our shops is run a little differently. Please familiarize yourself with shop rules and expectations before use. Follow the Code of Conduct

Ask Questions – If you have questions or are unsure about something, ask! And for more information about LM, check out our [FAQ](#) on the website.

Logistics

Parking - Parking is allowed anywhere in the LM lot with the exception of a few marked spaces. Parking on the street is allowed until 10pm. To avoid being towed on the street, move your car to the lot before 10pm.

We will reach out via email and Basecamp when there are further parking restrictions due to weather or events. Snow plowing will also be noted in Basecamp, as it requires that all vehicles be moved to the upper lot so the plows can get through (see Map at the end of this document).

Bathrooms and kitchen - Keep bathrooms and kitchen clean. All food must be labeled with name and date. Do not take food that is not explicitly made available.

Garbage and recycling - Our dumpster is located inside the loading bay (black dumpster). Garbage cans from all shops and common spaces should be emptied into the dumpster. NO PERSONAL DUMPING! And no items outside the dumpster. Place a new trash bag in the garbage cans.

Store - The LM store is provided as a courtesy to LM members. It provides food, drinks, and some workshop materials. All items must be paid for, and should be rung up through the kiosk.

Video Recording - All shops and public spaces at LM are video recorded for security purposes. Assume that if you are at LM, you are on camera! Per MA law, we do not voice record.

Donations - As a nonprofit organization, donations to LM may be tax deductible by requesting a letter from LM. Shop material and/or equipment donations should not be left in a shop without approval from the relevant Shop Captain. Membership fees are not tax deductible.

Welcome to Lowell Makes!

Lowell Makes Map of Parking Lots

Note Upper and Lower lots for parking during snow removal.

Parking in front of Go Puff is reserved and parking in those spaces is not allowed.



Lowell Makes Building Map

WHERE IS IT?

1. Front Door
2. Metal/Machine Shop
3. Lathe Room
4. Wood Shop
5. Finish Room
6. Spray Room
7. Bike Shop
8. Prototyping Shop
9. Cosplay Shop
10. Chop Shop
11. Laser Cutting & Etching
12. UV Printing
13. Common Tables
14. Ceramics
15. Lounge
16. Maker's Basket Store
17. Sink
18. Patio
19. Media Studio
20. Classroom
21. Kitchen
22. Caffeine Lab
23. Fermentation Shop
24. 3D Printing Shop
25. Electronics Shop
26. Fiber & Mixed Media

- Private Space
- Bathroom

