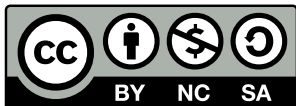


# Protohaven

## Member Guide

2024-08-27



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# Welcome

Welcome to Prothaven!

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# Community

## Core Values

**Inclusion:** We strive to create an environment where all feel welcome and are treated with dignity and respect.

**Empowerment:** We share our knowledge, resources, tools, and space to build the capacity of others.

**Collaboration:** We are a shared learning community that offers various levels of engagement to honor the creative aspirations of everyone.

**Agility:** We shift our focus and resources based on the needs of our members and the community.

**Sustainability:** We intentionally plan for the financial future of our organization and the environmental future of our planet.

## Be Respectful

Our students, members, and partners bring with them a rich variety of experiences, perspectives, and aspirations. What brings us together is a shared interest in the process of making things. To create a welcoming, supportive environment, we ask each individual to treat one another with care and openness to diversity of race, gender, orientation, age, identity, and ability.

Actions that bully, degrade, or threaten any individual or group are not welcome in our community.

## Take Responsibility

Protohaven is built around shared resources - space, tools, knowledge, and the community itself. To preserve these communal assets, each individual is asked to take responsibility for their own actions and to be mindful of how they impact those around them. We are each accountable for ourselves, and don't expect others to bear the costs of our actions.

## Help Out

Protohaven is a public charity and is made possible only by people giving more than they take. In this spirit, we ask each individual to find opportunities to help each other, the organization, and our broader community. We also ask each individual to recognize that assistance is not always sought, to seek consent before providing aid, and to provide opportunity for others' work and discovery.

## Shop Rules

### Be Safe

- Get safety clearances

- Wear protective equipment
- Watch and reset equipment after use
- Never use equipment that is red-tagged

## **Take Care of Each Other**

- Be aware of your surroundings
- Don't use a tool if it poses a danger to someone else

## **Take Care of the Tools**

- Get tool clearances
- Do not alter or use equipment beyond limits
- Notify staff when maintenance is needed

## **Keep the Shop Clean**

- Clean up after yourself
- Return tools to their original locations

## **Health**

### **Personal Protective Equipment (PPE)**

### **Emergency Equipment**

#### **Fire Extinguishers**

#### **AED Stations**

#### **First Aid Kits**

#### **Narcan Covid Protocols**

### **Before Coming to Protohaven**

Before coming to Protohaven, we ask everyone to verify that you:

1. Pass a self-screen for common Covid symptoms, meaning:
  - No fever
  - No cough or shortness of breath
  - No change in sense of taste or smell, and
2. Have not had close contact with someone who has tested positive for Covid in the last 10 days
3. Use the online calendar to schedule a time to visit the shop, so we have a record of all visitors

If someone has had symptoms or contact, we ask that they not return to the shop until they either receive a negative Covid test result, or wait 10 days after their last symptoms or contact.

### **While at Protohaven**

While using the shop, we ask you to:

- Wear a face mask (N95 if possible) if you are not vaccinated
- Maintain six feet social distance from others
- Regularly wash their hands
- Carry a supplied cleaning kit and wipe down commonly-touched surfaces before and after use

### After Leaving Protohaven

If, after leaving the shop, a visitor develops common Covid symptoms, we ask that they get tested for Covid-19 and share the results with us. This allows us to take the appropriate cleaning, testing, and notification measures if the test comes back positive.

## Safety

### Tool Status Tags

Every tool at Protohaven has a status to let you know if the tool is safe to use.

If the tool status is *green*, the tool is safe to use. All features should be expected to work, and no extra care should need to be taken while using the tool.

If the tool status is *yellow*, the tool may still be used, but with extra caution. The information on the physical tag or in the online maintenance history will indicate what special care needs to be taken while using the tool. If the physical tag and the maintenance log disagree, alert a tech.



If the tool status is *red*: **DO NOT USE THE TOOL**. The tool is not safe to use. The information on the physical tag or in the online maintenance history will indicate what fixes are pending, and when a repair is expected.



Some tools in the shop are explicitly green tagged to let you know they are working. Other tools in the shop are not explicitly green tagged when they are working to reduce sign fatigue. If you are in doubt about the status of a tool with no visible tag, check the Protohaven website for the tool status page:

<https://www.protohaven.org/equipment/>

### Filing a Tool Report

If you are using a tool, and the tool becomes unsafe, damaged, or is not working properly, you must notify a tech. The tech may instruct you to submit a tool report:

<https://airtable.com/appbILORlmbIxNU1L/shrluff2WSzy8c3xd>

Notifying the tech will help us keep signage up to date, and make sure the users who come in after you have all the information they need to use the tool safely, even if they don't use discord.

# Programs

## Classes

Classes are the entry point to our community. They focus on teaching design, fabrication, and related skills. They dive into everything from basic skills and safety to immersive projects that teach students how to operate equipment with confidence to advanced maintenance and troubleshooting intensives that earn members clearance to join our maintenance crew. They range from introductory public talks and workshops to in-depth multi-week courses. Not all classes provide clearances. Be sure to read course descriptions carefully.

Class development and support are led by the Education Coordinator and Executive Director and taught by either staff, Teaching Fellows, or contract instructors.

## Getting Cleared on Tools

Most tools in the shop require clearance before independent use as a member. Each tool is different and most are expensive and/or delicate. You can find our full list of equipment and the clearance associated with each tool at:

<https://www.protohaven.org/equipment/>

Each new member receives a free clearance (or \$45 off a 101 Class) when they join and complete the New Member Orientation.

### There are two pathways to get cleared to use equipment as a member:

#### 1. **Take a Class** — Learn through making things together!

We think the best way to gain clearance on a piece of equipment that is new to you is through a hands-on, supportive class that may include a clearance. They're also a great way to advance skills that you may already have. Our classes are open to the public.

- 1.a. Open to the public, no experience required (unless otherwise stated).
- 1.b. 3-6 students maximum, depending on the class.
- 1.c. Minimum of two participants. Classes may be canceled due to low enrollment.

#### 2. **Schedule a Clearance** — Study shop protocols & show us your skills!

If you have previous experience on a tool our Clearances are designed for you. These are exclusive to members and are scheduled by request. You'll need to demonstrate to your instructor that you can use the equipment safely, carefully, and cleanly to receive clearance. Clearances are pass/fail. **YOU WILL NOT RECEIVE ANY INSTRUCTION DURING THIS SESSION.**

- 2.a. Open to active members, scheduled with minimum 72hr lead time
- 2.b. 2 students maximum
- 2.c. 1 student minimum

## Intensive Courses

We're incredibly excited to offer intensive, multi-session courses! This is the most in-depth, supportive pathway for anyone to grow confidence working independently, deepen their skills, and gain clearance on equipment.

Our intensive courses are the only class offering that include membership, homework, a private #class-channel on our discord server, and peer group meetups between sessions. Existing members receive a special discount on all our multi-session courses! It is important to note that existing members who enroll in an intensive do not receive free, discounted, transferred, refunded, or prorated membership during this time.

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# Membership

Membership is a long-term educational and support program for design and fabrication enthusiasts and professionals. Protohaven members receive discounts on public courses, gain independent access to the 12,500ft<sup>2</sup> Wilkinsburg campus for self-guided projects, participate in member-only learning circles, and receive individual guidance based on their specific goals.

The space includes professional-quality tools and equipment in 15 different disciplines ranging from graphic design and laser cutting to woodworking and welding.

Each new member also receives a free Basic Clearance (or \$45 off a class) when they join for the first time and complete the New Member Orientation.

## Age Requirements

Minors using the shop outside of scheduled classes must be members and accompanied by a parent or guardian who is also a member.

**Workshop access** is limited only to those 16+ years of age.

**Studio access** is limited only to those of 12+ years of age.

## Affordability

At Protohaven we are dedicated to being an accessible and equitable makerspace. Low income rates are available for those who require financial assistance to become members through our Access to Making Program (AMP).

You can apply for an income based rate on our website:

<https://protohaven.app.neoncrm.com/forms/protohaven-amp>

## Membership Types

Protohaven offers three membership types: general, weekend, and weeknight:

	General	Weekend	Weeknight
Pricing	\$115.00/mo	\$65.00/mo	\$65.00/mo
Hours	10am–10pm	Sa-Su: 10am–10pm	M-F: 5pm–10pm
First Clearance Free (or \$45 toward a class)	✓	✓	✓

## General Membership

General members have access to the shop during all of our public hours. This is our most popular option for enthusiasts who want the flexibility to use the shop anytime it's open to the public.

## Weekend Membership

Weekend members have access to the shop every Saturday and Sunday from 10am – 10pm. Weekend membership is an affordable option for those just getting into making, or who need only occasional access and can come in on the weekends.

## Weeknight Membership

Weekend members have access to the shop every Monday through Friday from 5pm – 10pm. Weekend membership is an affordable option for those just getting into making, or who need only occasional access and can work in the evenings.

# Managing Your Protohaven Account

## Sign Up for a Protohaven Membership

Sign up for a Protohaven membership with the following link:

<https://www.protohaven.org/membership/>

## Cancel Your Protohaven Membership

You can cancel your membership at any time by going to your Protohaven account page:

<https://www.protohaven.org/my-account/>

...and navigating to:

*My Account > My Subscription > Cancel*

To switch or resume your membership, cancel your existing membership (as above), and then sign up for your desired membership from the membership page:

<https://www.protohaven.org/product/membership/>

## Materials & Consumables

It is the responsibility of the maker to provide their own materials and consumables in the workshop this includes the materials you are using to construct your work, but also certain consumables that are required for equipment to function (ie. sandpaper, welding nozzles, flux, contact paper, etc.) Our store has some of these items in stock, but we cannot guarantee that everything you need will be in stock at all times. Please come prepared. Anyone wanting to purchase consumables, must see the Shop Tech on duty.

## Scheduling a Clearance

Clearances are required before members can operate equipment independently at Protohaven. Learn more at [“Getting Cleared on Tools”](#) under the [“Classes”](#) section of this guide.

As a member, you can schedule a Basic Clearance for equipment where you hold previous experience. Sign into your Protohaven account and go to our [Basic Clearances](#) page to schedule.

As an important next step, you'll need to study the public, shop-specific protocols by visiting the [Tool Tutorial](#) before your clearance.

## Tool Tutorials

Tool Tutorials are public guides to the basic safe, careful, and clean use of the equipment at Protohaven. They're the basis for receiving clearance on equipment, and are also useful resources for ongoing use.

We've just started their development, but will be creating them for each piece of equipment in the shop that requires clearance to use.

The **table of contents** on the left hand menu allows you to quickly jump to the section you need.

The **Initial Setup**, **Basic Operation**, and **Cleanup Checklists** are what instructors use to ensure that you can use the equipment according to community expectations.

## Reserving Equipment

Members are required to reserve time slots for equipment and areas online using their Protohaven account. Reservations are for one and two hour blocks and can be reserved multiple times. You must be cleared in an area or piece of equipment in order to reserve it. Most areas can support 2 members simultaneously working, however others (like welding and the CNCs) can only support 1 user at a time. Anyone caught using equipment that they do not have the appropriate clearances for risks having their membership revoked.

- 1) From the home page navigate to the membership tab and click "Equipment reservations".
- 2) Once on the reservation page choose a piece of equipment from the dropdown and use the calendar to select your desired date. Once selected a drop down menu with available times will appear. Select your desired time range and add to your cart. Repeat this step to add more reservations (Times will not be reserved until you proceed to checkout)
- 3) Once you have added all of your reservations proceed to checkout by clicking the shopping basket at the top right of the page. Reservations are free products and must be checked out before the reservation can be booked.
- 4) Once you complete checkout you will receive an email confirming your booking. You can always review and cancel any current and past bookings from the "My Account" page and navigate to "Bookings" NOTE: Bookings may only be cancelled the day BEFORE your reservation. Day of cancellations must be submitted by email to

[hello@protohaven.org](mailto:hello@protohaven.org). Please include your order number in your cancellation request.

## Maintenance

Maintenance actions can only be made by the authorized maintenance crew.

All members are expected to report maintenance when it's required. A subset of members then perform maintenance. Anyone can see the present state of equipment by checking its status. Maintenance is prioritized based on high equipment usage.

**Maintenance Requests** Maintenance requests inform staff and techs of issues with equipment ranging from simple replacement parts to potential safety issues. Members are encouraged to use this system so that the Protohaven team can respond quickly to shop needs, reducing equipment downtime and keeping you working effectively longer. Maintenance Requests can be found here: <https://www.protohaven.org/tools/>

**Maintenance Actions** Maintenance actions can only be made by authorized maintenance crew which includes staff, techs, instructors, fellows, and authorized members. Members can view and follow maintenance actions in real time by joining the Protohaven Discord Server

## Equipment Status

You can also view the current status of all equipment and areas by reviewing our Master Equipment List. This list catalogs all equipment and reports its most recent condition and last action taken on it. [View it here.](#)

## Storage

Protohaven provides both overnight and monthly storage options to ensure you can continue working on your projects without the hassle of transporting your work to and from home. You must see the Shop Tech on duty in order to purchase storage.

### Overnight storage

- **Project Carts** - Movable carts with bottom shelf, ideal for storing smaller projects and tools. *All belongings must remain inside the perimeter of the cart.*
- **Hub Tables** - Movable, large tables, ideal for medium to large glue-ups, drying, or curing. *All belongings must remain inside the perimeter of the table.*
- **Pallet space** - Workshop floor space, ideal for storing large builds or pieces of personal equipment. *Belongings must be on movable pallets or carts with wheels.*

### Monthly Storage

- **Locker** - Small lockers for storing tools, small projects, and personal belongings. Can be locked (lock not included).
- **Board & Bar** - Great for longer lengths of wood or metal

- **Cage** - Perfect for those using the shop regularly. Plenty of room for projects, material and personal tools. Can be locked (lock not included).
- **Sheet** - Ideal for plywood, sheet metal, large acrylic, etc
- **Rack** - Shelving offering plenty of horizontal space for flexible storage. *All belongings must remain inside the area of the shelf.*
- **Pallet space** - Workshop floor space, ideal for storing large builds or pieces of personal equipment. *Belongings must be on movable pallets or carts with wheels.*

## Receiving Mail and Freight

As a member you can have your mail and supply orders sent directly to Protohaven at no additional cost. Additionally, our loading docks can support freight pick-ups and drop-offs within regular shop hours. We just ask that you are available on your freight delivery day to properly store your shipment before the shop closes that day. Please be sure to check for mail regularly, as mail that has not been picked up for over one month may be returned to the sender. If there are any extenuating circumstances that will prevent you from picking up your mail in a timely manner, please let us know.

## Guest Policy

### Who

Protohaven members are welcome to bring guests during member hours. Members are responsible for ensuring that their guests abide by all shop, community and COVID-19 guidelines during their visit. They will also need to complete the following upon entering the building.

### When

Guests are welcome during all member access hours. See the [shop hours](#) section for details.

### How

Guests are *not* cleared Protohaven members and should not be assisting or independently operating equipment in any way. Guests may consult, view work in progress and socialize with their host.

Guests must join as members, complete orientation, and receive clearances *before* working or assisting in the shop (this includes the use of tools provided by the member).

**Protohaven members will risk having their membership revoked if they admit a guest that is using tools and equipment at Protohaven without the guest first becoming a member and receiving the proper clearances.**

## Emergency Policy

## Fire

In the event of a small fire, extinguishers are present throughout the building:

- Kitchen/Hub
- Wood Shop
- Maintenance Room
- Blacksmithing
- Front Entrance

If you use a fire extinguisher for any reason, notify the appropriate Protohaven staff member or on duty tech.

In the event of a true fire emergency OR if the fire suppression system is triggered, evacuate the building immediately and THEN call 911 ONLY after you have safely removed yourself from danger. After emergency services have been contacted notify the appropriate Protohaven staff member or and fill out an incident report.

## Medical/Injury

For minor injuries there are first aid kits in the kitchen located next to the shop doors, in the forge, and in the woodshop area next to the door leading to the studio. Please report any low supplies to a staff member. There are also two AED machines, with one being located in the kitchen, and the other being located in the woodshop next to the first aid kit.

In the event of a medical emergency time is of the essence. If you can safely and knowledgeably do so, **seek consent** to stabilize the injured person(s) and CLEARLY IDENTIFY an individual to call 911. If you are unable to stabilize, safely attempt to locate someone who can after calling 911. After the immediate threat has passed and emergency services have been contacted notify the appropriate Protohaven staff member for further instruction.

In the event of an injury, an incident report will need to be filed with the Shop Tech on duty.

## Mental Health/Crisis De-Escalation

In the event of a mental health crisis it is important that those affected feel safe and that they have resources at their disposal. Our neighbors at Resolve Crisis Services (333 N. Braddock Ave.) have around the clock support for those in need and we encourage you to direct those in crisis to those resources.

Resolve 24/7 Hotline: 1-888-7-YOU-CAN (796-8226)

Walk-ins welcome without appointment

# Communications

## Discord

Protohaven Members enjoy access to our Discord server to connect, share, and learn alongside fellow members. It is designed to be a peer-to-peer resource for all members.

As part of our community, here are some of the channels you have access to:

- #general to connect and generally chit-chat with one another
- #free to share materials that are looking for a good home
- #buy-and-sell to, well, buy and sell
- #help-wanted to seek out advice or coordinate project help from other members
- #show-and-tell to see and share all the cool things you're working on both inside and outside the shop!

To join, please use the link below and sign-up with your Protohaven Email:

<https://www.protohaven.org/discord/>

# Volunteer Opportunities

## Shop Tech

Our Shop Techs represent our primary maintenance and member support corps. This team is responsible for fulfilling maintenance requests, assisting and greeting members, and opening and closing the shop.

### How to Apply

More information can be found at <https://www.protohaven.org/opportunities/>.

## Teaching Fellowship

Over the course of this 6 month program, Teaching Fellows collaboratively develop core Protohaven Classes. As a team, they play a key role in creating a rich, supportive learning environment that brings value to students of all skill levels.

### How to Apply

More information can be found at: <https://www.protohaven.org/opportunities/>.

## Instructor Open Calls

Instructors are contracted to use their design and fabrication experience to inspire, mentor, and problem solve alongside students who are discovering their skills and gaining a deeper understanding of shop equipment.

### How to Apply

Open calls will be posted as needed here: <https://www.protohaven.org/opportunities/>



# Shop Information

## Contact Information

### Shop Location



### Street Address

214 N. Trenton Ave  
Wilkesburg, PA  
15221

**Note:** 214 S. Trenton is on the other side of Penn Ave and is a residential address and is sometimes where packages are delivered by accident. **Please note on your shipment that deliveries should be sent to a commercial/warehouse address.**

### Phone Number

The Protohaven main desk can be reached by phone at: 412-731-4400

### Email Address

Send email to Protohaven at: [hello@protohaven.org](mailto:hello@protohaven.org)

## Shop Hours

For the safety and security of our community and members Protohaven Member Hours are only open to students (during scheduled class times), members and guests of members. Office hours are open to the public for tours while staff are available.

## **Office Hours**

Monday - Friday: 10:00am - 4:00pm

## **Member Hours**

Monday - Thursday: 10am - 10pm

Friday - Sunday: 10am - 10pm

## **Scheduled Tours**

7 Days/Week

Saturday-Thursday 1pm and 6pm

Friday 1pm and 6:30pm

## **New Member Orientations**

New member onboarding is a scheduled, one-on-one meeting to help you get settled in the shop.

## **Holidays (Shop Closed)**

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Easter
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving/National Day of Mourning
- Christmas Eve
- Christmas

# Appendices

## Code of Conduct

*These rules and policies are subject to change. Changes will become effective immediately upon a successful vote of adoption by the Board of Directors.*

### Core Values

Protohaven supports a maker space that values:

**Inclusion:** We strive to create an environment where all feel welcome and are treated with dignity and respect.

**Empowerment:** We share our knowledge, resources, tools, and space to build the capacity of others.

**Collaboration:** We are a shared learning community that offers various levels of engagement to honor the creative aspirations of everyone.

**Agility:** We shift our focus and resources based on the needs of our members and the community.

**Sustainability:** We intentionally plan for the financial future of our organization and the environmental future of our planet.

### Community Guidelines

We ask that our members:

1. **Be Respectful:** Our students, members, instructors, Shop Techs, and partners bring with them a rich variety of experiences, perspectives, and aspirations. What brings us together is a shared interest in the process of making things. To create a welcoming, supportive environment, we ask each individual to treat one another with care and openness to diversity of race, gender, orientation, age, identity, and ability.
2. **Take Responsibility:** Protohaven is built around shared resources — space, tools, knowledge, and the community itself. To preserve these communal assets, each individual is asked to take responsibility for their own actions and to be mindful of how they impact those around them. We are each accountable for ourselves, and don't expect others to bear the costs of our actions.
3. **Help Out:** Protohaven is a public charity and is made possible only by people giving more than they take. In this spirit, we ask each individual to find opportunities to help each other, the organization, and our broader community. We also ask each individual to recognize that assistance is not always sought, to seek consent before providing aid, and to provide opportunity for others' work and discovery.

## Shop

### Shop Safety

1. Report all injuries and incidents:
  - a. Immediately report all accidents, injuries, or incidents to the nearest Protohaven Shop Tech or Instructor.
  - b. Immediately discontinue use of the tool(s) or equipment if it becomes unsafe, damaged, or is not working properly. Notify the nearest Protohaven Shop Tech.
2. Safe conduct:
  - a. Use the space and equipment safely and leave the space and equipment in clean and working condition.
  - b. Work and behave in a way that protects your own safety and the safety of others.
  - c. Children under the age of 18 must be accompanied and supervised by an adult at all times.
  - d. Ask for help when you are uncertain how to use equipment.
3. Prepare:
  - a. Safety is your top priority when using the makerspace. If you are not sure what to do, ask.
  - b. Be aware of locations of emergency exits, first aid, fire, and safety equipment.
  - c. Never use a tool unless you have been trained to use it safely and have received the appropriate clearance(s).
  - d. Use a step stool to reach extension cords or tools which are out of reach. Do not climb on tables or chairs to reach for something.
  - e. Do not work when tired, in a hurry, or under the influence of drugs, alcohol, or other judgment-altering substances.
  - f. Do not cause a distraction, fool around, or startle anyone while either one of you is using a tool or equipment.
  - g. Use protective gear and dress right.
  - h. Do not wear loose-fitting clothing around moving or rotating machinery.
    - i. Remove ties, jewelry, lanyards, etc., especially around moving or rotating machinery.
    - j. Tie back long hair.
  - k. Wear suitable gloves when handling hot objects or sharp-edged items. Do not wear gloves around spinning equipment.
  - l. Wear goggles where deemed necessary.
  - m. Wear appropriate ear protection when using or around loud equipment.
  - n. Obey special machine guidelines when available.
4. Use tools correctly:
  - a. Use tools how they are designed to be used.

- b. Never use a broken tool. Report any broken tools or machinery to a Protohaven Shop Tech immediately.
  - c. Do not remove tools from Protohaven premises.
  - d. Never walk away from a tool that is still on or spinning down.
  - e. Never tamper with a tool's safety features. Operate machinery according to recommended procedures and with safety guards in place, as applicable.
  - f. Do not modify Protohaven tools or equipment unless you have received approval from Protohaven staff or leadership to do so.
5. Clean up:
- a. Clean up after yourself; leave the area clean and tidy.
  - b. Clean and return all tools to where you got them.
  - c. Shut off and unplug machines when cleaning.
  - d. Never use a rag near moving machinery.
  - e. Use a brush, hook, or a special tool to remove chips, shavings, etc., from the work area. Never use your hands.
  - f. Keep fingers clear of the point of operation of machines by using special tools or devices, such as push sticks, hooks, pliers, etc.
  - g. Keep the floor around machinery clean, dry, and free from trip hazards.
  - h. Clean up spills immediately and put a chair or cone over them if they are wet enough to cause someone to slip.

### **Non-Discrimination**

Protohaven does not promote or discriminate against any person, population group, or organization with regard to categories protected by applicable United States law. These include, but are not limited to race, color, religion, sex, gender identity and expression, physical appearance, language, education background, national origin, age, disability, and veteran status.

### **Anti-Harassment**

Harassment is prohibited and will not be tolerated. Any person who feels they have been the victim of harassment should ask the harasser to cease the behavior if they feel safe doing so. Members or guests asked to stop any harassing behavior are expected to comply immediately.

Harassment includes the following, without limitation:

1. Offensive comments related to race, religion, gender, gender identity and expression, sexual orientation, disability, or physical appearance
2. Gratuitous sexual or obscene images or behavior
3. Unwelcome physical contact or sexual attention without consent or after a request to stop

4. Threats or incitement of violence towards any individual, including encouraging a person to engage in self-harm
5. Deliberate intimidation by words, gestures, body language, or menacing behavior
6. Stalking
7. Harassing photography or recording, including logging online activity for harassment purposes
8. Continued one-on-one contact or communication after requests to cease
9. Deliberate "outing" of a sensitive aspect of a person's identity without their consent
10. Deliberate misgendering. This includes deadnaming or persistently using a pronoun that does not correctly reflect a person's gender identity

## Formal Complaints

The formal complaint process exists for members to request a discussion be held by the Board of Directors regarding specific actions of another member. Members are expected to discuss their complaints in a calm and polite manner. Mediation is available to resolve issues without the need of a formal complaint.

1. Formal complaints against another member must be submitted, in writing, to the Board of Directors or to any member of the Board of Directors. The complaint must have two parts outlined at minimum, a "Complaint" part and a "Recommended Solution" part.
2. The Board of Directors will consider the complaint at the next, appropriate meeting. Identifying information will be scrubbed from meeting minutes, and documentation of the complaint will be appropriately logged in Neon.
3. The board reserves the right to address the conduct as they deem most appropriate and violators will be notified in writing.

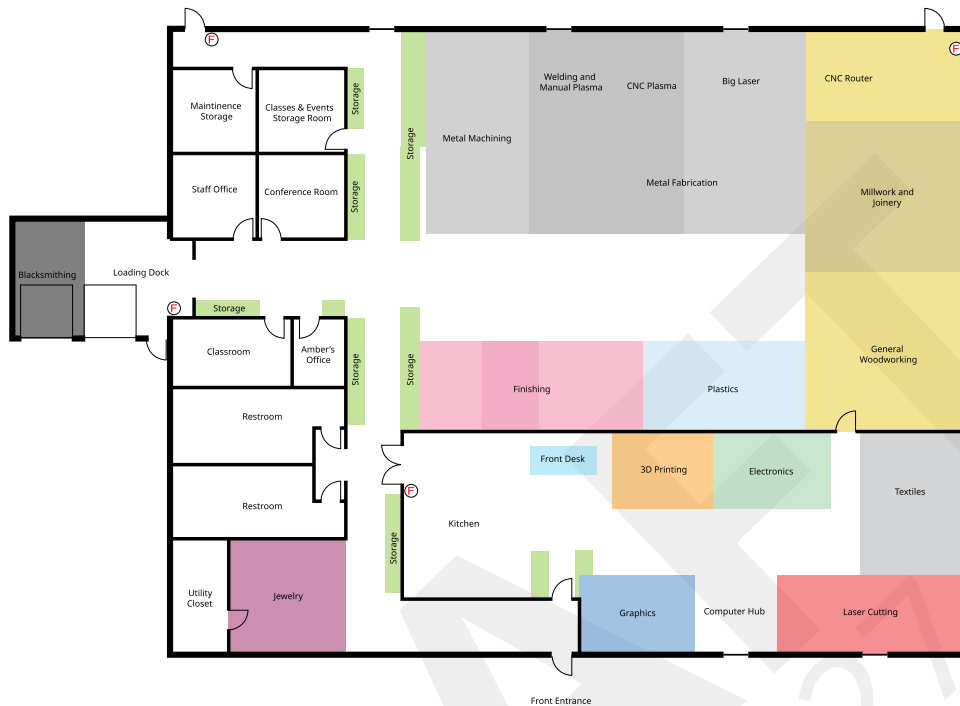
## Code of Conduct Violations

Any member or guest who violates any part of the Protohaven Code of Conduct will be asked to stop or leave. Violations will be logged in the member's Neon profile by a Protohaven Shop Tech, Staff, or Board of Director Member. Based on the frequency or severity of the violation(s), Protohaven Board of Directors reserve the right to suspend or terminate the violator's membership. Notice of suspension or termination will be made in writing. Unsafe use of tools or equipment may also result in removal of clearances, requiring remedial training via classes or private instruction at the violator's expense.

Members may appeal a suspension or termination of membership in writing to the Board of Directors within 30 calendar days of receipt of notification. Membership will remain in suspension or termination until the appeal is closed.

## Shop Usage Agreement

# Floorplan



## Equipment List

The following equipment list is more or less complete as of the date of publication of this member's guide. For an updated list with status information, please see the following link:

<https://www.protohaven.org/equipment/>

Shop Area	Tool Name	Make and Model
Shop Area	Tool Name	Make and Model
3D Printing	CR10-MAX (Kaytoo)	CR10-MAX 3D Filament Printer
3D Printing	Prusa MK2s (Chopper)	Prusa i3 MK2 3D Filament Printer
3D Printing	Prusa MK3s (Artoo)	Prusa i3 MK3s 3D Filament Printer
3D Printing	Prusa MK3s (Threepio)	Prusa i3 MK3s 3D Filament Printer
Blacksmithing	Belt Grinder	House Made Revolution 2 x 72
Blacksmithing	Forge 1	Mr Volcano Hero - Single Burner Propane Forge
Blacksmithing	Forge 2	Mr Volcano Hero - Single Burner Propane Forge

Shop Area	Tool Name	Make and Model
Blacksmithing	Forge 3	Mr Volcano Hero - Single Burner Propane Forge
CNC Plasma	CNC Plasma Cutter	CNC Router Parts PRO CNC Plasma Kit
CNC Router	CNC Router	CNC Router Parts PRO60120
Electronics	Bench Power Supply	GW Instek adjustable, 32V, 5A
Electronics	Function Generator	Rigol DG1022A
Electronics	Hot Air Rework Station	X-Tronic 4000 Series
Electronics	Oscilloscope	Rigol DS1204B
Electronics	Reflow Oven	Tech 169 T962
Electronics	Soldering Station	Weller temperature controlled
General Metal Tools	Metal Chopsaw	Evolution EVOSaw 380
General Metal Tools	Metal Drill Press	Craftsman Drill Press 137.229200
General Metal Tools	Vertical Metal Bandsaw	Jet VBS-1610
General Wood Tools	Downdraft Table	Grizzly H2936 Vacuum Sanding Table
General Wood Tools	Miter Saw	Jet 12" Sliding Dual Bevel Compound Miter Saw
General Wood Tools	Panel Saw	Powermatic
General Wood Tools	Resaw Bandsaw	Jet JWBS-18QT-3
General Wood Tools	Scroll Saw	
General Wood Tools	Spindle Sander	Shop Fox W1846
General Wood Tools	Table Saw 1	SawStop ICS53230 5HP
General Wood Tools	Table Saw 2	SawStop PCS31230 3HP
General Wood Tools	Woodshop Drill Press	Jet Step Pulley Drill Press JDP-20MF
General Wood Tools	Woodworking Bandsaw	JET 18" Woodworking Bandsaw JWBS14
Graphics	Cap Press	Hotronix Maxx Cap Press
Graphics	Dye Sublimation Printer	Sawgrass SG1000
Graphics	Heat Press	Hotronix Swinger Heat Press
Graphics	Large Format Printer	Canon imagePROGRAF iPF650
Graphics	Vinyl Cutter	US Cutter Laserpoint II
Grinding & Sandblasting	Aluminium Bench Grinder	Jet JBG-10A
Grinding & Sandblasting	Belt and Disc Sander	Jet JSG-6DC
Grinding & Sandblasting	Disc Grinder	Laguna 20" Disc Grinder Sander
Grinding & Sandblasting	Sandblaster	SkatblastUSA 1536 Champion Abrasive Blasting Cabinet
Grinding & Sandblasting	Steel Bench Grinder	Jet JBG-10A
Hand Tools	16-Gauge Finish Nailer	Porter Cable FN250B
Hand Tools	18-Gauge Narrow Crown Pneumatic Stapler	Porter Cable NS 100A
Hand Tools	Rotary Tool	Eurotool Flexshaft HDP-150



Shop Area	Tool Name	Make and Model
Industrial Metal Tools	Horizontal Bandsaw	Jet J-7040M, 10" x 16" Horizontal Mitering Bandsaw
Industrial Metal Tools	Ironworker	Edwards 55 ton hydraulic ironworker
Jewelry	Jewelery Hand Shearer	HS-8 Hand Shearer for Metal
Jewelry	Pickle Pot	
Jewelry	Polishing Machine	
Jewelry	Soldering Torch	Natural Gas/ Oxygen
Jewelry	Tumbler	Huajie KD-100
Jewelry	Ultrasonic Cleaner	Chicago Electric Ultrasonic Cleaner 95563
Lasers	Laser 1	Rabbit Lasers QX-80-1290
Lasers	Laser 2	Rabbit Lasers QX-80-1290
Lasers	Laser 3	Trotec Speedy 300 C80
Machining	Clausing Mill	Clausing Kondia CNC Knee Mill
Machining	Manual Metal Lathe	Jet GH-1440W-3, Geared Head Lathe
Machining	Manual Mill	Jet JTM-4VS Turret Mill
Machining	Micro Mill	Othermill
Machining	Surface Grinder	Abrasive Machine Tool Co 3B
Machining	Tormach	Tormach PCNC 770
Millwork & Joinery	Drum Sander	Jet 16-32 Plus
Millwork & Joinery	Forstner Bits	Ryobi Small and Large Forstner Bit Sets
Millwork & Joinery	Jointer	Laguna MJOIN 8020-0130
Millwork & Joinery	Planer	Laguna 16" 4-Post Planer MPLAN1510-0120
Millwork & Joinery	Router Table	Woodpeckers PRL-v2-350
Plastics	Injection Molder	Morgan Press G-100T
Plastics	Precious Plastics Shredder	
Plastics	Strip Heater	Formec FLB500
Plastics	Vacuum Former	Formech 686
Powder Coating	Large Powder Coating Oven	Powder-X
Powder Coating	Powder Coating Booth	SpectraCoat ES-01
Powder Coating	Small Powder Coating Oven	Jegs Bench Top Powder Coating Oven
Sheet Metals	Arbor Press	Jet AP3-M
Sheet Metals	Electric Slip Roll	ESR 1300x1.5
Sheet Metals	Hand Brake	Jet BP-1646H
Sheet Metals	Hand Notcher	Jet HN 16-T
Sheet Metals	Metal Shrinker/Stretchers	Central Machinery 68897
Sheet Metals	Shear	Birmingham/CP Tools H-5214
Sheet Metals	Shop Press	Central Machinery 20-Ton Shop Press
Sheet Metals	Turret Punch	Tin Knocker Hand Turret Punch TK-12
Textiles	CNC Embroidery Machine	Brother PR650e Entrepreneur

Shop Area	Tool Name	Make and Model
Textiles	Consumer Sewing Machine	Singer 4423
Textiles	Industrial Serger	Juki MO-6714S
Textiles	Industrial Straight Stitch	Juki DDL 8700
Textiles	Industrial Walking Foot	Juki DNU-1541S
Welding	Manual Plasma Cutter	Lincoln Electric Tomahawk 625
Welding	MIG Welder	Lincoln Electric Power MIG 256
Welding	Oxy-Acetylene Torch	Underwriters Laboratory Welding Torch 8F41
Welding	Spot Welder	Miller Electric LMSW-52
Welding	TIG Welder	Lincoln Electric Precision TIG 225
Wood Lathe	Wood Lathe	Powermatic 4224B