

FINISHING ROOM Guidelines

1) **SIGN AND EMAIL THIS SHEET (SEE BACK) TO WOODSHOP@TCMAKER.ORG AFTER READING**

Failure to do so may lead to loss of membership or room privileges

2) **NO SPRAYING HIGH VOLUMES OF FLAMMABLE MATERIALS – EVER!!!**

This room is NOT designed to be a spray booth – it does not have the ability to reduce the health and fire risks of large amounts of aerosol flammable products. Any use of finishing/adhesive products with High Levels of Flammable Components (a/k/a Volatile Organic Compounds or VOCs) are prohibited except when applied via brush, or via an aerial spray can.

However, be aware that TC Maker policy is that the use of all finishing or highly flammable (VOC) products must take place inside the finishing room or outdoors. You simply MUST find a safe strategy for application.

Feel free to use Spray Guns/HVLP Applicators in this room with low VOC or water based finishes. But be aware of your safety while creating a room full of atomized chemicals vapors (see #3, below).

3) **YOU MUST WEAR RESPIRATORS (OR, MINIMALLY, A FACE MASK) WHEN USING AEROSOL/SPRAY**

Save your lungs for normal city air pollution. A painting respirator has been provided. USE IT when you are spraying – however, you must supply your own filters (so, plan ahead).

4) **DISPOSE OF PAINT RAGS AND OILY CLOTH IN RED TRASHCAN**

The top must fit completely for safety reasons. If it's not empty, it's too full, think about your safety and empty it once all material inside is dry. Do not dispose of oily cloth in the main dumpster until the cloth is completely dry.

5) **PROTECT WORK SURFACES BEFORE YOU START**

This is just common courtesy. Leaving poor surfaces for the next person is just plain rude. Paint paper is supplied... USE IT!

6) **STORE AND DISPOSE OF SUPPLIES PROPERLY**

All finishing and high VOC products must be stored in the **Yellow Fire Proof Cabinet**. Do not abandon or "donate" finishing products or adhesives that are less than one half full. These donated items become a burden to the organization to store or properly dispose of. It is your responsibility to safely and responsibly dispose of items.

NOTE: Do not dispose of raw finishing products in Twin Cities Maker dumpsters or pour down the drain. We have paint hardener, if you need it.

7) **NO PREP WORK**

Please do your sanding and other pre-finishing work OUTSIDE the finishing room. Beyond the dust fowling others' work, it uses up space where others could be doing their finishing.

8) **CLEAN-UP AND BE CURTIOUS TO OTHERS– PLEASE!**

Clean sink thoroughly after you use it. Remove rollers, brushes, jars, cups, etc., from in/on/around the sink before leaving the room. If your rollers/brushes need to dry, please store them in the appropriate, supplied drying racks. And finally, clean up all spills to the best of your ability. Paint Hardener is available should there be a large spill.

9) **THIS IS NOT A STORAGE AREA – ALTHOUGH, PARKING PERMITS ARE STILL REQUIRED**

Leaving ANYTHING sitting, unattended in the Finishing Room (i.e. storing stuff) is at your own risk. It's a shared facility and the next person is NOT responsible for protecting other items left in the room from overspray. Storage of items while they dry inside of the finishing room is at your own risk. You may use the area directly across from the finishing room to stage large projects that are awaiting finishing for short periods of time.

NOTE: Everything left in the Finishing Room must be portable (especially large items that MUST be on wheels)

10) **BE COURTEOUS TO YOUR SHOP MATES**

Short of a long, detailed list of rules and regulations... it seems like the TC Maker "be excellent to each other" holds most strongly here. Think about how you would like things to be and try to emulate that in your work. Thanks!

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MAKE SHARE LEARN



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MEMBER SUPPORTED



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FINISHING ROOM Guidelines (continued)

11) TURNING ON THE FINISHING ROOM

- a. Turn Exhausts Fan Speed to zero (turn counter-clockwise until the knob stops turning)
- b. Flip Switches to the On Position For: Lights, Exhausts Fan, Intake Fan, and "Tardus"
 - i. "Tardus" light indicates that you are inside the room – and lets others know not to come in.
- c. Push the Green "On" Switch on the Master Power Unit.
- d. After the Intake Fan ramps up to full speed, slowly turn the Exhaust Fan Speed Dial Clock-Wise Until the Door of the Finishing Room Completely Closes. Then turn it about a 1/4" of a Turn More. If at any time there is a detectable odor outside of the finishing room, dial the exhaust fan speed up.

12) TURNING OFF THE FINISHING ROOM

- a) Should you need to leave while the finishing room still has a detectable odor to it:
 - a. Turn off all switches with exception to the exhaust fan. Then dial the exhaust fan speed down to a lower level (think bathroom fan level). If you are leaving the building, please ask another member to hit the "Stop" Red Button on the Master Power Unit before leaving. This will help extend the life of the exhaust fan so it isn't running all day/night.
- b) If you are finished with the room, please return all switches to the off position and dial the Exhaust Fan Speed to zero. Then hit the red "Stop" button on the Master Power Unit.

These Guidelines have been adopted in order to minimize the risk (specifically, of fire) and maximize safety (specifically from toxic chemical injuries) for you, and others, in the facility. Adherence to these guidelines is mandatory. If you are considering needing an exception, please consult a Metal, Wood, or Finishing Room Manager. They will not have the authority to override these guidelines, but they can give you suggestions for alternatives and/or help with getting Board approval for exceptions.

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.

Printed First/Last Name and Signature

Date