

IFL Cleaning Policy

Overview

To maintain a safe, organized, and hygienic environment that fosters creativity and collaboration while ensuring the well-being of all users.

Policy

If you fail to clean up after yourself, the following steps will be taken:

1. **First infraction, you will receive a warning and a reminder to tidy up your area.**
2. **Second infraction, you will be required to complete a volunteer task.**
3. **Third infraction will result in a \$75/hour cleaning fee, 1 hour minimum.**
4. **Fourth infraction, your access to the space will be revoked.**

Laser Zone

When you are done using the Laser Zone, make sure you complete the following before leaving:

- **Turn off the machine:** Turn off the laser machine by flipping the off switch located on the control panel on the right side of the machine.
- **Clean off the laser bed:** Carefully take out any leftover material (wood, acrylic, etc.) from the cutting area. Dispose of scrap materials properly in either the clean wood waste, hard plastic waste, or re-usable wood scrap bins.
- **Clean area around laser:** Use the vacuum located between the gray and red lasers to clean the area around the machine, removing dust and debris from surrounding surfaces.
- **Return tools:** Return all magnets or focus tools used to their original location on the left side of the machine. This includes: the focus tile, all 12 mini magnets, and the rectangular weights. Return any other tools such as measuring tapes, etc. to their designated location in the shop.
- **Clean your computer workstation:** Clean your computer workstation by disposing of all trash, taking all your personal items, and wiping down anything you may have dirtied with use using the simple green spray and paper towels located on the cleaning supplies rack near Jordan's desk.

3D Zone

When you are done using the 3D Printing Zone, make sure you complete the following before leaving:

- **Turn off the machine:** Power down any 3D printers you were using .
- **Clean 3D printer:**
 1. Carefully detach the completed print from the build plate using a scraper or spatula. Be gentle to avoid damaging the surface.
 2. Clean the build plate using a paper towel moistened with isopropyl alcohol. Remove any adhesive residue or leftover filament.
 3. Check the nozzle for any filament residue. If there are clogs or buildup, use the appropriate method (cold pull, heat cleaning) to clear it. Use a soft cloth to wipe down the exterior of the extruder assembly, removing any dust or filament debris. Check the filament path and remove any tangles or excess filament that may have accumulated.
 4. Remove filament spool and return it to proper storage location on either the IFL filament rack or the Member filament rack.
 5. Wipe down the area around the printer with isopropyl alcohol and a paper towel.
- **Clean your computer workstation:** Clean your computer workstation by disposing of all trash, packing up any personal items, and using the Simple Green spray and paper towels from the cleaning supplies rack near Jordan's desk to wipe down any surfaces you may have dirtied during use.

Woodshop Zone

When you are done using the woodshop, make sure you complete the following before leaving:

- **Power Down Equipment:** Ensure all machines or tools you used are turned off and returned to their designated area in the shop. If you used the Chop Saw, return it to a 90 degree angle (straight).
- **Clear Your Work Area:** Remove any unfinished projects or materials from your workspace and take them with you. If you are storing wood in our shop make sure it is placed in the member section of the wood storage zone and you have labeled it with your name and a date.
- **Dispose of Scrap:** Gather any sawdust, wood shavings, and other debris. Use a broom and dustpan to sweep up larger piles, or vacuum up fine dust with a shop vacuum. Dispose of waste in the appropriate bins. Always put dust in bags, never in the bins. Break down wood pieces to less than 2ft on every dimension. If it's sticking up out of a bin, it's too big.

- **Wipe Down Surfaces:** Wipe down any surfaces you used with a wet cloth or use the shop vacuum.
- **Inspect and Clean Tools:** Check each tool for any debris or residue. Clean tools as necessary, using appropriate cleaning methods (e.g., brush, cloth, vacuum) to ensure they're ready for the next user. **Example:** vacuum the table saw off if there is sawdust on it. Vacuum the Bandsaw bed if there is sawdust on it.
- **Inspect Shoptbot Spoilboard:** Check if there is damage to the Shopbot spoilboard. If there is damage you will be required to fix it yourself or pay to have it fixed. ***There will be no warning before being charged for the Shopbot Spoilboard.***

Electronics Zone

When you are done using the electronics zone, make sure you complete the following before leaving:

- **Turn off Equipment:** Ensure that all soldering equipment and machinery used during your project are turned off.
- **Clean Your Work Area:** Remove any unfinished projects or materials from your workspace and take them with you. Return any leftover items you took from storage to their proper places. Organize all tools, placing them back in their designated spots on the pegboard or in the drawers at your station.
- **Dispose of Scrap:** Place any e-waste or metal scraps in the appropriate bins labeled "E-waste" or "Metal Scrap," located on the shelf above the "Contract Work Zone" sign.
-For more information on proper waste disposal, please refer to the [Waste Policy Doc](#).
- **Wipe Down Surfaces:** Use a paper towel and Simple Green from the cleaning supplies rack near Jordan's desk to wipe down all surfaces you used.

Jewelry Zone

When you are done using the jewelry zone, make sure you complete the following before leaving:

- **Turn off Equipment:** Ensure that all equipment and machinery used during your project are turned off.
- **Clean Your Work Area:** Remove any unfinished projects or materials from your workspace and take them with you. Return any tools to their designated spots.
- **Dispose of scrap materials:** Dispose of all scrap materials in the appropriate bins such as the "Metal Scrap Bin" located on the shelf above the "Contract Work Zone" sign.
- For more information on proper waste disposal, please refer to the [Waste Policy Doc](#).
- **Wipe Down Surfaces:** Use a paper Towel and Simple Green from the cleaning supplies rack near Jordan's desk to wipe down all surfaces you used.

- **Sweep Zone Area:** Sweep up any metal bits or parts that fell onto the floor of your work area to ensure the space is safe for other members to use.