

POLICIES

FOOD & DRINK

Please be mindful of food or uncovered drinks in the Makerspace.

ACCESS AND TIMING

- All is subject to change with current schedules and modifications.
- All of our Makerspace services and tools are available to current MS students, faculty, and staff.
- The Makerspace opens 30 minutes before school starts (7:35 AM) and closes 30 minutes after school ends (3:45 PM).

USAGE

Before reserving the Makerspace, please adhere to these guidelines:

- A maximum of 30 students (including faculty and staff) is allowed inside the space. If the outdoor space is available, only 10 students (including faculty and staff) are allowed.
- Notify beforehand if specific resources are needed, such as 1. Construction, hand, and power tools 2. Precious Plastics Equipment
- Notify beforehand if a mixed usage of resources is needed (e.g., sewing machines, robotics, micro-controllers, consumables, and large scraps)

HOUSEKEEPING

*With COVID precautions, please refer [here](#).

- Bag Drop: Please drop bags in the designated zone for safety and personal equipment protection.
- Personal Hygiene: Please wash hands before using shared resources
- [Clean Up Job Generator](#)
- Clean Up: Respect the space and allow 10-15 minutes for cleanup with a verbal warning.
 - In progress projects go into the Green Zone
 - Returnables go back to the Yellow Zone

- Consumables (not used) go back to the recycling center
- We are a sustainable space, so please be mindful of: Resourceful, Reduce, Reuse, Recycle, Repurpose, Rot
- Wash surfaces and tools
- Cleaned all used tools and place them on the rack dryer or in their proper holders
- Vacuum or sweep
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PROJECTS AND CONSUMABLES

- Completed projects and materials must be removed from the Makerspace
- Check with Mrs. Turner or Ms. Isa before leaving consumables