

Member Orientation Checklist

Full Name: _____

☐ Full Maker Space Tour

- Doors (and quirks with Door Switch)
- Safety Equipment (first aid kits, fire extinguishers)
- Light Switches
- Doorbells
- Thermostats
- Twitter Switch
- Guest Sign-in sheet

☐ Policies

- Training Required For:
 - Woodshop/Metal shop
 - Laser Cutter
 - Vinyl Cutter
- Training Available For
 - Electronics shop
 - Vinyl Cutter
 - Sewing Machines
 - 3d Printers
- Harassment Policy (provide copies)
 - Provide summary of policy on back of membership application
- Privacy Policy (provide copies)
- Reporting Problems
 - Equipment / Maintenance Problems: Google Group
 - Injuries / Accidents: board@lansingmakersnetwork.org
 - Other: board@lansingmakersnetwork.org

☐ Dues (how, when to pay)