DMS Storage Simplified Procedure as Basterdized by Nicole

Who's the final say on issues: Logistics Chair currently Pearce Dunlap @pearcedunlap
Logistics meetings: First **Sunday 2pm** of the month please check the calendar at dallasmakerspace.org/calendar for dates & times

Storage is available till the first of the next month – no matter when you register. Storage space is located in the workshop against the wall. Storage at DMS has various sizes to accommodate different projects. Storage is optimized to help out as many members as possible so please be accommodating and remove your items as promptly as possible. You are allowed to reserve additional storage spaces as long as each space has a registered tag.

You have four choices/sizes for personal storage

Palette – 40" wide various heights, floor level, stored items need to be placed on the black palettes provided by DMS, additional palette storage is located under the workshop work tables provided it doesn't stick out into walking space
Small Shelf - 20" wide, orange & brown shelves, eye level and above various heights
Large Shelf – 29" grey shelves including tan open grate shelves
Vertical – close to woodshop reserved for large sheets of wood

To acquire a storage space:

Find an available vacant storage space that will suit your project.

- Vacant storage means no card is located in the envelope and no items are in the shelf.
- Projects can only be stored in designated storage areas.
- Any personal items stored at DMS outside of designated areas are outside of DMS rules and will be disposed of without notice.

Locate the black storage card generator – it's attached to the storage shelves

- Scan your RFID
- The screen is a touch screen
- Fill out the appropriate information
    - Your real name
    - A description of your project
    - Select the correct type of storage you are taking (drop down menu)

Hit enter

- This will generate two receipts – one small reminder for you and a larger storage card

Place the larger receipt in the coordinating envelope in front of the storage space.
For vertical storage please staple or tape your storage card to your board

Extensions:

If you need an extension on your storage you MUST attend the logistics meeting (first Sunday at 2pm) to request it in person. Your request must not exceed 1 month. If can not attend the meeting you must elect someone to represent you at the meeting

Removal Process:
Be excellent and uphold the dates of storage to lighten the load of our volunteers at DMS.

If you fail to remove your items from storage by the date listed on your storage card the items will be dealt with by the logistics committee. A representative from logistics will call the number listed on the storage card. You will be given one week to remove your items from the date of the call. If you fail to retrieve your stored items the items will be moved to an area called Purgatory. Purgatory is inaccessible without the aid of admin or officer of DMS. Once items have been moved to purgatory it will no longer be allowed in storage at DMS. If a project is not picked up from purgatory within by the next off siting cycle it is considered abandoned property and will be disposed of by Dallas Makerspace. Members will have no ownership or claim to said items.

Email questions and concerns to logistics at logistics@dallasmakerspace.org

Please allow for the opportunity for other members to use and have storage space for members. Be excellent for each other.

Odd things to be aware of (and things I didn't know how to word correctly):
No spill over space
Keep your stuff within the inside of the allocated line
Keeping your space tidy
No open containers
No items protruding the yellow line on the floor * line
Logistics has final say
Don't intentionally skirt the system to retain additional days of storage
Do not retag
Do not change spots
Do not switch names
You are not guaranteed a spot, first come first serve
Do not modify storage aka don't glue in a shelf and expect it to work Everything is privy to Logistics digression, please do not place the burden on the committee by going outside the rules to skirt the system