

# Monitoring Guidelines

## Sign-up Procedures

Woodworking Club members can sign up to serve as club monitors via a barcode reader connected to the computer stationed in the lobby of the woodshop. The procedure is as follows:

- Check that the display on the computer monitor presents a window requesting you to pass your club badge through the barcode reader. Face the barcode towards you as you slide your member's badge through the barcode reader. (If it does not, pass the badge through the reader again or ask for help from the shop manager.)
- Check to make sure your new credits appear on the "Welcome" screen.
- If you need more time to check your credits, pass your club badge through the reader as often as needed. (The screen will say "Welcome Back" and you will not be charged for a club use by doing this.)
- Select a time to monitor in the spreadsheet.
- When signing up for monitoring duty please do not select a green slot until all other available slots for the month have been taken. It is recommended that members who have a very limited number of days they can monitor each month plan their monitor sessions as soon as possible. Members are allowed to schedule all of their monitoring for the year at one time.

## Earning credits

One earned credit allows a club member access to the woodshop for one full month. A member providing four hours of service earns one credit. A member providing two hours of service earns one-half credit. A maximum of three credits may be accumulated in a member's "bank" for the current month, next month and one additional month. Earned credits may be spent at any time and do not expire.

## Spending Credits

No credits are spent the first time a member uses the club in a given month. (One complimentary day of shop use per month is given to all members.) One credit is spent the second time a member uses the club in a given month. After the second use in a month, a member may use the club as often as desired for the rest of that month even if no credits remain in the member's bank.

## Monitor Procedures

- As a monitor, you may sometimes have the role of shop manager. It is very important that you review the contents of the **Shop Manager's book** BEFORE your shift. It contains notes written by previous shop managers and officers that

may affect your job. Review it with your staff so they too will be informed. Also, be sure your staff is aware of their individual responsibilities as listed there-in.

- The Shop Manager's book contains a supply of FORMS that you may need to do your job today. Please review them so you will know how to handle situations i.e., residents wanting a project done or in case of an accident here in the shop.
- A complete assortment of forms and documents are always available for your use and information in the Library. You will find them in the BLUE Master Forms and Documents BOOK. DO NOT USE these Master Forms except to make copies.
- The BLUE Master Forms and Documents BOOK also contains documents you may find useful. Example – there is a copy of our Bylaws and our Operations Manual which includes a list of officers and key personnel and their email and phone numbers.
- The Bulletin Board in the workshop hallway contains the most recent copies of our Board and General Meeting minutes along with other current information.
- Please note that the Saturday housekeeping crew has requested that the Friday afternoon monitors spend a little extra time cleaning the equipment, sweeping the floors and emptying all the trash cans. This extra help will allow the housekeeping crew to focus on some of the other cleaning tasks our shop needs.

## **Floor Schedule**

The following floor schedule lists the staff members needed to ensure a safe and secure operating environment for our club members and equipment:

The winter schedule is from October through April. (A manager and two or more monitors must be available to assist members in the workshop.)

- Manager - floor
- Monitor - tool crib
- Monitor - floor & lumber room
- Any additional monitors - floor

The summer Schedule is from May through September. (A manager and one monitor must be available to assist members in the workshop.)

- Manager – floor & lumber room
- Monitor - tool crib
- Any additional monitors – floor & lumber room.

Please note that when a shop manager is the only staff member available, that the lumber and equipment rooms will be closed, and members will be asked to accompany any visitors. Additionally, any club officers in the shop will help as needed.