

# Policy: Storage Policies

Members often want to store things at ENTS, however the society is limited on space and would prefer to keep things neat and tidy where possible. To accomplish this, a set of policies is enacted on all members (past and present) to follow. Each area may define specific policies which override or append to the general storage policies.

These storage policies apply to member-owned materials, tools, projects, etc (known as “Items”). Projects involving multiple members should be distributed among the members involved - if this is not possible, the Board must give explicit approval for special consideration. Items owned by the Society (eg: donated pottery glazes, laser materials, K-Days demos, etc) are not covered by these policies, however it is expected that the Society respect these policies where possible.

## 1. General policies

1. Members are permitted maximum 2 Bins to store items in the space, known as Member’s Bins.
2. Member’s Bins must be 11 Litre, 53 Litre, or 68 Litre Rubbermaid RoughNeck totes. Preferably blue in colour. Other sizes, brands, and colours may be approved at the discretion of the Board.
3. Member’s Bins must be labeled with the member’s full name (first and last).
4. Items not covered by area-specific policies are to be stored in the Member’s Bins while the member is away from the space.
5. Member’s Bins must be placed in the dedicated member storage area provided by the Society.
6. 3 months after membership lapses, Member’s Bins and Items are eligible to become donations to the Society at the discretion of the Board.
  1. Prior to considering items as donations, the Board must give reasonable notice to the member so that they may collect their Items.
7. Large Items which do not fit into the Member’s Bins or other area-specific policies must have explicit written approval from the Board before storing them at the space.
8. Member’s Bins and Items must be stored safely, as per the Alberta OHS Act.
9. Contents of Member’s Bins must be safe to handle, and not contain any hazardous materials
10. All items stored outside of a Member’s Bins (as a result of area-specific policies or Board approval) must be labeled with the member’s first and last name.
11. Items which require a cold environment and do not affect the edibility other food can be stored in the fridge or freezer.
12. Food is not to be kept at ENTS overnight.
13. Food must be stored safely.

## 2. Hazardous and dangerous materials

1. Items defined as hazardous by the Canadian Centre for Occupational Health and Safety require approval from the Board prior to storing them at the space. Some examples include explosives, radioactive materials, and aerosol sprays.

2. Hazardous Items must be stored according to appropriate legislation and Occupational Health and Safety guidelines.

### **3. Pottery area**

1. Members interested in pottery are entitled to in-progress project storage space, assigned by a representative of the Board or Pottery Committee.
2. In-progress space must only contain Items which are being prepared for a firing, or have been recently unloaded from a kiln.
3. Members are permitted to store maximum 1 box of clay (approximately 25kg) on the floor below the in-progress project space. The clay must be contained in a reasonably sized container (such as the box it was sold with, or a small bucket).
  1. Boxes must be clearly labeled with the member's full name, clay body, and date of arrival (with year).
4. Projects must be stamped with the member's unique signature. The stamp or presence on an in-progress space is considered sufficient for the purposes of Article 1.10.
  1. Stamps must be registered with the Board or Pottery Committee.
5. Projects queued for firing must be placed on the appropriate shelf. Members should not monopolize the firing queue without discussing it with other pottery members and the Board.
6. Projects taken out of the kiln after a firing are placed on a cooling shelf. Members must collect their items from this shelf as soon as reasonably possible.
7. The Board or Pottery Committee reserves the right to move Items and clean the pottery area.

### **4. Woodworking area (woodshop)**

1. Members interested in woodworking are entitled to in-progress project storage space, assigned by a representative of the Board or Woodshop Committee.
2. In-progress space must only contain Items which are actively being worked on in the woodworking shop.
3. Woodworking Items that fit inside the Member's Bins must be stored as such.
4. Wood that does not fit into Member's Bins must be stored in the appropriate wood in-progress space.
5. Projects in progress must be clearly labeled with the member's full name, the date the project was stored, and expected date of return (with year).
6. Projects in progress may be stored in shared work spaces for short periods of time.
7. The Board or Woodshop Committee reserves the right to move Items and clean the woodworking area.

### **5. Metalworking area (metal shop)**

1. Members interested in Metalworking are entitled to in-progress project storage space, assigned by a representative of the Board or Metal Shop Committee.
2. In-progress space must only contain Items which are actively being worked on in the Metal Working Shop.
3. Metalworking Items that fit inside the Member's Bins must be stored as such.
4. Metal that does not fit into Member's Bins must be stored in the appropriate metal in-progress space.
5. Projects in progress must be clearly labeled with the member's full name, the date the project was stored, and expected date of return (with year).
6. Projects in progress may be stored in shared work spaces for short periods of time.

7. The Board or Metal Shop Committee reserves the right to move Items and clean the metalworking area.

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