

Tool Crib Monitor Duties

- ☞ **ALL MEMBERS MUST RUN THEIR BADGES THROUGH THE SCANNER.**
 - IF THEY DO NOT HAVE THEIR BADGE, CHECK THE “MEMBERSHIP NOTEBOOK” TO SEE IF THEY ARE UP TO DATE IN MONITOR CREDITS BEFORE LETTING THEM IN!
- ☞ A.M. shift: raise and secure overhead counter door and open top of entrance hallway half-door.
- ☞ A.M. shift: call the next day’s monitors.
- ☞ P.M. shift is to continue trying to contact anyone not reached in the morning.
- ☞ Keep crib door from work shop closed and locked.
 - Allow only one person to enter each time.
 - Go with the person and leave a chip for any tool taken.
- ☞ Put members SCW Recreation Card in slot above chips.
- ☞ Count chips on ring before handing them to member and when they are returned (make sure there are 10).
- ☞ Always take chip when you go to get a tool.
- ☞ If a chip is lost, contact Shop Manager and leave a note with members name and badge number on the ring.
- ☞ If member forgets Rec card, their driver’s license may be used for checking out chips.
- ☞ Always inspect router bits when checking them in and out.
- ☞ All tools are to be cleaned by the user when returned (use the air nozzles at the sanding area).
- ☞ When returning Rec Card, compare photo to member.
- ☞ Keep counter clear.
- ☞ Respond to visitor’s questions.
- ☞ Educate yourself to tool names and location as time permits.
- ☞ If a dull tool is turned in, place it with a note and place it in box marked “Dull and Damaged Tools”.
- ☞ If a tool is broken, call Shop Manager and they will fill out broken tool form.
- ☞ Answer the telephone.
- ☞ When paging a shop member: keep the microphone about 12 inches from your mouth and talk clear and slow.
- ☞ When checking out tools for overnight usage,
 - Member must check out tools from front counter, not side door. (they must scan badge to get in).
 - Have member fill out the form and **clip members badge** to the form.
 - Check out time is last ½ hour the shop is open and has to be returned before 9:00 a.m. the next day (11:00 a.m. on Saturday).
- ☞ Problems with badges and scanner:
 - Is person a member?
 - Are dues paid?
 - Do they have monitor credits?
 - **(For the above three problems, check the MEMBERSHIP NOTEBOOK located on the counter).**
 - Was the badge scanned correctly?
 - Is the badge broken? There is a \$4.00 replacement cost.
 - If badge is lost, doesn’t work, or needs a replacement, call computer person listed on wall. They will need name, badge number, and phone number of member.

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☞ Visitors:

- Wanting a tour: call Shop Manager or Board Member.
- Wanting an item repaired: call Shop Manager.
- Wish to join Wood Club: red notebook with sign-up sheet is next to the Security Monitor in Tool Crib.

☞ If a person gets combative about anything, call the Shop Manager.

☞ If there is an injury:

- Call 911 if necessary.
- First aid & CPR boxes are by the sinks in both shop areas.
- AED (Heart Defibrillator) is above the water fountain outside the Tool Crib door.

☞ P.M. shift:

- Lower and secure overhead door.
- Close & lock entrance hallway half-door.
- Make sure Shop Manager has shop keys.
- Turn off Tool Crib lights.
- Lock Tool Crib door.