

## **Memorandum of Understanding notes:**

I envision little change in the way things work, other than that the Rec Board has shifted, and the group accepts, responsibility for day to day administration of the woodshop. Bottom line is it is still an amenity offered by Friendly Valley to its residents.

To fulfill its responsibilities, the group will be responsible for:

1. Organizing the group and creating its organizational structure.
2. Developing an adequate Release of Liability, Constitution, shop rules and safety rules.
3. Vetting and assuring that all members wishing to access the facilities have signed the Release and agreement to abide by the rules, and that these papers are permanently on file in the office or elsewhere.
4. Providing and updating an authorized access list which will be integrated with whatever system is chosen for physical access control.
5. Maintaining inventory on basic consumable items, hand tools, accessories, etc.
6. Inspecting the equipment on an ongoing basis to assure safe, operable condition.
7. Performing such minor maintenance as lies with the groups capabilities, i.e., changing blades, alignments to specs, etc.
8. Liaison with Rec Board to obtain funds for necessary ongoing maintenance, replenishment of inventory, improvements, installation and/or repair of necessary safety items related to the building, its operations and/or machinery:  
Examples-
  - installing emergency alarm button
  - installing video camera
  - installing access lock system
  - installing functional ventilation
  - provide adequate first aid kit
  - purchasing and installing missing safety features on the machines
  - replacing broken parts and consumables (sandpaper, glue, drill bits, jointer and planer blades, bandsaw blades, air cleaner filters, etc. basically, everything it has traditionally provided)

COMMENTS and ADDITIONS:

Adopted by unanimous decision 4/21/21:

Assure that maintenance staff abides by all Woodshop Group safety and shop rules, i.e. clean-up after facility use.