

Shop Handbook

1. The Shop Manager is in charge of the shop including the eating area and the craft area during regularly scheduled shop hours. During non-shop shifts if the shop area is being used someone will be designated to be in charge of taking on the shop manager duties but no tools may be used unless that person is also a shop manager and there are two people present. This person shall be noted in the registration log and is responsible for the shop being locked and cleaned when they leave.
2. The shop should have a very visible sign that says "_____ is in charge of the shop now." with name plates that can be changed accordingly (moved to shop managers duties below) During meetings the workgroup coordinator or the Board president will be automatically designated.
3. Non-member volunteers may only participate in shop activities during officially designated work shifts under the supervision of an official shop manager. Any non-member volunteer arriving at the property to work must be politely instructed to return during an official work shift.
4. Residents should socialize with friends/guests in the residential area.
5. No tools may be taken off of the property without Board permission.
6. Everyone using the shop must be mindful of the cost of heating the shop. Doors cannot be left open during inclement weather. The furnace should be run no more than 4 hours per day with a maximum thermostat setting of 65 F.
7. All safety rules apply.
 - a. No one should use power tools or ladders alone.
 - b. There must be 2 people in the shop, one of whom has been checked out on power tools by the Shop Manager point person, whenever power tools are being used.
 - c. Wear safety glasses.
 - d. Wear ear protection and masks if necessary.
 - e. Do not work with tools you have not been trained on.
 - f. Wear closed toe shoes in the work areas.
 - g. No power tools may be used during OM Village quiet hours. Quiet hours are from 8pm to 8am, Sunday evening through Friday morning and from 8pm to 10am, Friday evening through Sunday morning. Noise outside, including barking dogs, must be kept to a minimum to avoid complaints from the neighbors.
 - h. Any people in the shop must be sober at all times. No alcohol or illegal drug consumption or storage is permitted in the shop or its immediate vicinity.
8. No pets are allowed in the shop during officially designated work shifts. When pets are present at other times they should be on a leash or crated. Clean up after your pets immediately and keep barking to a minimum.
9. You are expected to treat others in a courteous and respectful manner. We want this to be a family friendly place. Watch your language around kids. Conflict is normal, but violent or abusive language or behavior will not be tolerated. Being disruptive, disorderly, excessively loud, fighting, or otherwise breaking these rules will not be tolerated.
 - a. No weapons are allowed.
 - b. Brandishing objects as weapons will not be tolerated.
 - c. No sleeping is permitted in the shop.
10. The Board will have the final say in any incidents or disputes involving people working in the shop or its immediate vicinity.

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Exceptions to these rules must be approved by the Board.

Responsibilities of Shop Managers

1. The Shop Manager (SM) must enforce and follow all shop rules and the community agreement.
2. If there is an alcohol related incident or a violent incident in the shop or the eating/craft area the SM will require the person(s) involved in the incident to leave or the shop will be shut down for the shift.
3. The SM is responsible for directing volunteers to work as a team and is responsible for settling any disagreements. Any unresolved disagreements or issues are to be settled by the Board of OM Inc.
4. The SM is responsible for making sure the shop is opened at the beginning of his/her shift. If the shop will be opened late or if the shop manager must cancel a shift because they couldn't find someone to cover it the SM is responsible for posting a notice on facebook at OM Volunteers and OM Logistics as well as notifying the om list (and board list if applicable) via email. Only guests of residents and their host may remain in the food preparation area when the official shift is over and must sign the registration book.
5. The SM must not allow more volunteers in the shop than he/she can safely supervise.
6. If the designated person in charge must leave, authority must be consensually transferred to another person. If no one wants to take responsibility, the shop must be vacated and locked.
7. The SM is responsible for making sure that when the shop shift is finished the kitchen area has been cleaned, dishes have been washed and put away, the shop has been cleaned, tools and other materials are put back in their proper places, the lights have been turned off, the heat is turned down to 55, and the doors to the shop are locked unless a resident is still present.
8. Shop managers status can be revoked or suspended at the discretion of the Board.

Criteria For Being A Shop Manager At OM Village

1. Self-identify as wanting to be a Shop Manager (SM).
2. Attend a minimum of 2 shop orientation sessions.
3. Each SM candidate must complete 20 hours of working in the shop under the supervision of at least 3 different SMs.
4. SM candidates must demonstrate competency in the safe use of all tools.
5. SM must be competent in the phase of the construction being done in his/her shift. This must be verified by a SM who is competent in that particular phase of construction.
6. SM must be able to supervise a wide variety of personality types and be able to mediate disputes.
7. SM must be able to pick up the materials that he/she will need during his/her shift (subject to a payment procedure). This should be done before the shift begins so that materials are available at the beginning of the shift.

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8. The final approval of new SMs will be done at a meeting of current SMs.
9. All current provisional SMs must go through this selection process to continue as a SM.
10. All SMs must be in total agreement on the final plans for the construction of the Tiny Houses.
11. All SMs must be able to demonstrate that they understand the plans and agreements that have been approved by the City and that they agree to abide by the rules in the approved Occupy Madison, Inc. documents (shop rules, responsibilities of Shop Managers, and the OM Village Community Agreement).
12. The SM must agree to enforce all of the shop rules.
13. The SM must agree to not let anyone in the shop (including the eating and craft areas) who shows any evidence of intoxication.
14. Power tools cannot be used during OM Village quiet hours.
The quiet hours are:
 - Sunday evening through Friday morning - 8:00pm to 8:00am
 - Friday evening through Sunday morning - 8:00pm to 10am

The shop must be closed and locked during the above stated hours unless a resident is present.

Board member certifying that the prospective Shop Manager understands the plans and agreements that have been approved by the City of Madison and the documents pertaining to the shop that have been approved by Occupy Madison, Inc.

Signature _____

Date _____

Prospective Shop Manager Signature _____

Date _____

What behavioral objectives and standards will be applied to prospective Shop Managers for certification?