

Makelt Labs 25 Crown St. Orientation

Version 1.0 - 1/1/2016

This is a new building and with it comes new expectations, new systems to learn, and new policies to respect. This serves as an infrastructure related supplement to our policies and code of conduct, and will be updated as needed. We **CAN** have nice things if everyone helps to keep them that way. If you have a question not answered here, please contact the board in one or more of the following ways:

Email - board@makeitlabs.com

Phone - 978-226-3266 (If no one answers, leave a message).

Slack - Direct message or @ one of us

Physically - See one of us around, talk to us!

General

- A map of the building can be found on the last page of this document. Please use it as a reference for all listed room numbers Ex: [B101]
- Exits - There are 7 person doors and 3 garage doors:
 - Garage doors - 1 drive in [D3], 1 semi-truck dock [D2], and 1 pickup height dock [D0].
 - Main doors - Please use these to enter/leave the building.
 - Main entry glass door [C0] to cleanspace: RFID-enabled, do not lock deadbolt
 - Garage person-door [D0]: RFID-enabled. The door knob must remain locked.
 - Secondary Doors - Use only as needed, otherwise these doors shall remain locked
 - Event room [C130] (large carpeted room): lock deadbolt and doorknob.
 - Brick building front door [B1]: lock deadbolt and doorknob of interior door.
 - Brick building side staircase [B?] (near men's room): self-locking door, do not prop.
 - Basement rear [B?]: this door to remain locked except for loading/unloading.
 - Fire room door [C2]: Pretend it doesn't exist, never unlock or use.
- Thermostats - There are 4 of them:
 - Garage - Immediately to the left of the door from the cleanspace (Heat Only)
 - Cleanspace / Art Room - Outside the entrance to the parts room [C110] (HVAC)
 - Kitchen / ADA Bath / Brick Building Rear - On the outside wall of [B170] (HVAC)
 - Brick Building front - On the outside wall of [B121] (HVAC)
 - This is primarily for the brick building and should be left alone
- Off Limits Areas
 - Entire 2nd floor of the brick building
 - Fire Room [C150] (door on left when walking into event room from kitchen)
 - IT Room [C140] (door across from fire room)
 - Any office in the brick building that's not designated as public use
 - Roof
- Bathrooms - 4 total
 - ADA bathroom [A110] outside of kitchen
 - Women's room [B199] down hallway to the right as you enter the brick building
 - Men's room [B190] down hallway to the right just past conference room [C170]

- Private bathroom in corner office [A101.2] - Please do not use

Best Practices (Common Sense)

- We've grown to the point where the old "physical wiki" model of changing things without seeking permission is largely inapplicable now. If you want to make changes to an area (walls, layout, electrical, plumbing, infrastructure, etc.), **CONTACT US FIRST**.
- If you see leaks, or signs of water **CONTACT US IMMEDIATELY!**
- If you're the last one out of the building, make sure that the lights are turned off, the non-RFID doors are locked, and the heat is not set above 50 or the AC below 70.
- Don't park in the semi-truck loading dock. If you do and it rains, you will regret it.
- If you're doing "hot work" ensure everything is cool before leaving, this includes, welding, plasma cutting, ovens (kitchen or science), and grinding sparks.

Fire System

- The alarm system will notify the fire department, but if you know there's a fire, call 911 as well
- If the fire alarm is going off, assume it's an emergency - **GET OUT OF THE BUILDING!**
- If you accidentally set off the fire alarm (hit a pull switch, burn your pizza, etc.) or hit a sprinkler head causing it to activate, call the Nashua Fire Department at 603-594-3636 and let them know it is not an emergency. They will still send someone to check it out, but will not send a pump truck at full speed. Also, **CONTACT US IMMEDIATELY!**
- Do not go into the sprinkler system room [C150]! No good can come from you being in there, and an alarm will sound if the door is opened. If you suspect there is a problem, **CONTACT US IMMEDIATELY!**
- If there are any alarms going off in the main fire panel (near [B101]), but the fire alarm strobes and horns are not activated, **CONTACT US IMMEDIATELY!**
- When in doubt, **CONTACT US IMMEDIATELY!**

Network and Security

Our network and security infrastructure are the result careful planning and hard work from a dedicated group of individuals. Many of the services we offer at Makelt Labs depend on its continued smooth operation. Notify the board if any part of the network is not working properly, or if you would like to suggest an improvement or change, and be as specific as possible.

- DO NOT enter the server/network room [C140] without permission!
- DO NOT unplug equipment from the network including PCs, laser cutters, 3D printers, CNC machines, access control systems, cameras, etc.
- DO NOT alter the network infrastructure by adding, removing or modifying switches, hubs, routers, wifi access points, or other devices.
- DO NOT adjust or reposition security cameras.
- DO NOT abuse bandwidth or disk storage space as these are finite, shared resources.
- DO NOT use the network for illicit activities.
- DO use the test network ports provided in the lab for experimentation with your own network-based devices and projects (e.g., Raspberry Pi).

Kitchen

We now have a full kitchen [A120], and encourage everyone to make use of it. We also **require** everyone to clean up after themselves!

- Use of kitchen is limited to food prep and consumption (i.e. no science experiments, no cleaning of dirty tools or non-food-related items). This includes no storage of non-food items in the fridge. There is a mop sink in the back of the conference room [B180.1] for cleaning non-food things.
- Wash any used cookware when you are done and put it away. Non-disposable plates, cups, and silverware can go in the dishwasher. The dishwasher works. Run it if it is full, empty it if it is clean.
- Any food left in the fridge must be **labeled** with a **name and a date**. All unlabeled containers, or labeled containers more than 2 weeks old may be thrown out without notice.
- Do not leave any food sitting out. This is how we get ants. And mice, and squirrels, and raccoons. Any food left sitting out will be discarded immediately.
- Smelly food waste (eg.: chicken bones) go directly into the dumpster, not the inside trash cans.
- Do not jam pizza boxes into trash cans. Put them directly into the dumpster instead.
- Liquids (including partial beverage bottles, cans, cups) need to be dumped into a sink. Do not put liquids into trash cans. They spill and make sticky, stinky messes.

Trash

- The dumpster is for Makelt Labs trash only. Do not dispose of your personal trash from home.
- Unflattened boxes take up a lot of valuable space in the dumpster - flatten all boxes!
- Do not throw out scrap metal that can be recycled. Use the appropriate recycling bins.
- Do not put tires or CRTs in the dumpster.
- Oil based automotive fluids can go in the collection drum. All other liquid waste (antifreeze, brake fluid, etc.) is your responsibility. Use an approved container and take it with you, it does not go in the dumpster.
- If you see a trashcan is full, dump it in the dumpster. No one wins trashcan jenga.

Map of Makelt Labs - 25 Crown St

