



New Member Orientation



Welcome to the lab! We're so happy you found us. During orientation we will gather some info to complete your file, take a brief tour to pointing out safety equipment, exits, and other important areas of the lab, and finally, answer all of your questions.

IMPORTANT INFO

txrxlabs.org/me

- Fill out all paperwork
- Sign up for safety training within two months

Wifi Password: hackit4tw

Questions? Email info@txrxlabs.org

Hours: Monday-Friday 10am-10pm | Saturday 9am-8pm | Sunday 10am-7pm

ORIENTATION NOTES

Using Tools & Equipment

- See attached [Equipment + Shop Access Infographic](#) for details on each area
- See [Check-Out Test Guide](#) for details on skipping level one class, for people with prior experience.
 - a) Apprenticeship: For tools where there is no class / training available. Examples would be the Waterjet, Injection Molder, EDM machines etc. Applications for apprenticeship should go to info@txrxlabs.org
- Shop Availability
 - a) **Hackers** have access 7 days a week to shop and lab areas
 - b) **Tinkerers** have access to shops & machines all day Friday, Saturday, & Sunday; access to the computer lab, lounge, kitchen 7 days a week during open hours
 - c) Check calendar for classes or meetups - if there is something scheduled then that area will be closed for usage

Using the Space

- Public Spaces
 - Marked by yellow & black striped tape
 - Available to you if you have been checked out in that area
- Private Spaces
 - Marked by red & white striped tape
 - Private leaseholds held by members
 - No - taking their stool, taking raw materials, setting anything on their table without expressed prior permission.

- Consumables and Material Storage
 - Members are responsible for **bringing their own materials and consumables**. For suggestions on where to buy materials go to txrxlabs.org/map for our suggested supplier map, or ask a staff member for suggestions.
 - Before leaving any projects or materials in any common area of the lab overnight or longer, members should **get specific authorization** from a shop manager or staff member.
 - Materials left must be clearly grouped or bundled together, **marked with name and contact phone number**.
 - For items left in storage after the appropriate time period, we will try to contact you. Please keep your contact form up to date. If we cannot contact you, items will be considered abandoned and will become property of the lab.
 - **Clean up after yourself** - throwaway scraps, put tools in their designated places, return tools to their default condition (ex. replace guards on table saw), and shop vac area / sweep as needed.
 - Memberships are not set up for extraordinary usage by individuals. If doing extensive work on a machine (using up a spool of welding wire, using up most of the sandblaster media etc), please replace or throw in a few bucks for replacements. This is also important so we don't run out of consumables if there's a sudden surge in usage.

Usage of the Lab and Tools

- Projects worked on at the lab **must be for non-profit purposes** - open source, research & development, personal enrichment or community based. Prototyping is ok, but not manufacturing.
- For producing / manufacturing things that will be sold commercial work, for corporation, on contract, etc, that work can be done under the **Maker (for-profit) membership** level. Email info@txrxlabs.org to discuss your needs before signing up for the For-Profit level.

Involvement

- Volunteer
 - We have volunteer work available for every experience level and schedule, but things move so quickly and the skills of members are so varied that we do not keep a list.
 - **Some suggestions** would be: Being an assistant for an existing or new class, giving tours, maintaining and upgrading equipment, helping with fabrication projects at the lab, clerical work, computer maintenance, and so on. Please email info@txrxlabs.org to discuss.
- Meetups/Social
 - **Attend meetups** to get involved with different groups. Meetups are listed on the calendar. Our current regular meetups include the Houston VR meetup, the Robotics interest group, the Houston Renewable Energy Group, and the Houston Electric Vehicle Meetup.
 - **Host your own meetup** - must be free, open to the public, inline with our mission. Email info@txrxlabs.org to schedule meetups and reserve rooms.
 - Attend open house the 1st & 3rd Friday of the month at 7 pm to visit with community
 - Members can request to join the **members only google group** by clicking the link at the bottom right of any page on our website.
 - You can also keep up with what's new at the lab by **following us** on Facebook, Instagram, or Twitter, and checking out the blog on our homepage.