

MONITORS MANUAL

SUN CITY WEST METAL CLUB

JANUARY 2007

PLEASE RETURN TO THE MONITORS STATION

Sun City West Metal Club

Monitor's Manual

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INTRODUCTION

Background

The Sun City West Metal Club relies heavily upon Monitors. Unlike many clubs all Metal Club Monitors are volunteers. Because there are many Monitors who monitor weekly, as well as many more who are available to substitute, a need for a means of keeping all of them current on shop practices was recognized.

Purpose of This Manual

1. Provide a common reference of standard operating procedures for easy access by Monitors.
2. Provide a place where changes in procedures can be quickly introduced to all Monitors.
3. Provide a way to train Monitors so it is not necessary for them to memorize every detail of their job.
4. The suggested method for training new Monitors is for them to work several shifts with an experienced Monitor.
5. Provide a list of what Monitors are expected to do.

How this Manual is to be Used

1. A copy of this manual will be available at the Monitors desk for easy access.
2. Each Monitor is requested to read this manual so that he/she is aware of its contents and then use it as a reference as needed.
3. Extra manual copies will be made available for Monitors to borrow and read so that they become familiar with its contents.

Monitor Chairman

1. It is the Monitor Chairman's duty to see that all assignments are filled.
2. The Monitor Chairman will report any difficulties in filling Monitor assignments to the club President who shall take corrective action.

Changes to This Manual

Changes to this manual may be made when the Executive Board and Monitor Chairman feel it is appropriate to add, delete or change a procedure. Suggestions by Monitors are encouraged and welcome.

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INTRODUCTION (Cont.)

Number of Monitors Required

The Recreation Centers of Sun City West's Rules, Regulations & Procedures for Chartered Clubs specify that when the video surveillance system is functioning on the courtyard, sheet metal room and plasma arc room, we may operate with one Monitor. If you are the only Monitor on duty, and you have to leave, ask someone in the shop to fill in for you. A Monitor or sub must be available at the Monitor's desk at all operating hours.

Monitors List

Monitors and Monitor substitutes are assigned for winter and summer schedules. A copy of these assignments will be posted on the front bulletin board. The assignment sheet shall have names and phone numbers of all Monitors.

Obtaining a Substitute Monitor

It is the responsibility of the regular Monitor to obtain a substitute when he/she cannot monitor. He/she shall call as many substitute Monitors as necessary to obtain one. If after exhausting the list of substitute Monitors and he/she cannot obtain a substitute, he/she shall notify the Monitor Chairman or member of the Executive Board.

Defining the Areas of the Metal Club

1. Main Building Area - Machine shop and Monitor's desk
2. Welding Area - Located behind Monitor's desk
3. Courtyard Area - Material storage and miscellaneous cutting, and sanding and grinding equipment
4. Sheet Metal Area - Located in rear of main building
5. Plasma Arc Room - Building housing the two plasma arc machines
6. Air Compressor Room - Attached shed on back of main building
7. Paint Room - Located in sheet metal area
8. Oil Storage - Attached shed next to club entrance
9. Tank Farm - Located in wire cage left of club entrance
10. Storage Barn - Located in southeast corner of back storage yard
11. Storage Yard - Open area in back of building
12. Executive Office - Located in southeast corner of sheet metal room

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OPENING THE SHOP

Entering the Shop in the Morning

The morning Monitor(s) shall enter the shop between 7:45 and 8:00 AM by passing his/her badge through the card reader at the side door. The computer is set to allow the door to be opened by a Monitor about 7:40 AM.

Opening Procedures

The morning Monitor(s) shall open the shop as follows:

1. Turn on the main overhead lights located at the front of the shop.
2. Put on Monitor's badge.
3. Turn on surveillance cameras by pushing the BLACK BUTTON on back of TV screen on Monitor's desk ONCE.
4. Turn on bar 'code computer that is used to verify member's machine qualifications.
5. Use the "blue key" hanging on wall behind Monitor's desk to unlock the two exit gates from the "courtyard" area. (Leave the open blue locks hanging in holes provided.)

Note: The two courtyard gates must be unlocked anytime shop is open.

6. On Wednesdays only open large rear gate to rear yard area to allow access for trash truck.
7. Turn on main air line valve on back wall of sheet metal room.
8. Make coffee and hot water.
9. Make sure that coffee and soft drink donation jar is out.
10. Make sure the donation jar is out on Monitor's desk.
11. The Tank Farm next to the club entrance will be opened only when needed by persons using the equipment.

Note: Gas (Red Signs) Turn on --- one turn only
Turn off --- at bottle only

OXYGEN (Green Signs) Turn on fully all the way ---- at the bottle only

(FOLLOW DIRECTIONS ON CARDS ON WALL ADJACENT TO THE TANKS)

Thanks for monitoring and have a great day!

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STANDARD OPERATING PROCEDURE

Member Entry

Members shall enter the shop by the side door by passing their badge through the scanners located adjacent to the door. Badge won't work?

Check to see if the badge has a current year label. If not, he/she must pay their dues before using shop. If the roster shows that they have paid their dues, or if the member can show a receipt of current dues payment, inform Computer Programmer of the problem by leaving a note in the Computer book.

Safety Equipment

Members are required to wear their badge, eye protection and other safety equipment when using shop facilities. Monitors shall remind members of that requirement if they see them not doing so. ***If they are not wearing a badge, Monitors should check to see if they are a member.***

Visitor Entry

Monitors are requested to greet visitors. As time permits, Monitors may give them a tour of the shop or request another member to do so if he/she is the only Monitor on duty.

Use of Shop Equipment

Only members who have qualified by training or verify competence on major power equipment may use it. ***Non-members may not use power equipment under any circumstances.*** If a member appears to be unfamiliar with a piece of equipment, the Monitor should verify the member is qualified on the equipment.

Training

Sign-up sheets for training on major power equipment are located on the wall under the bulletin board. Instructors will call people before the class is held to confirm attendance.

Walk-through Qualification:

A walk-through qualification may be used in lieu of training for those with recent experience; however, Monitors should encourage members to take the training. Walk-through qualifications should only be done by class instructors or others that are completely qualified to use the equipment. When qualification or training is completed, enter the information into the Computer Book.

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STANDARD OPERATING PROCEDURES (Cont.)

To Sign Up to Use Equipment

Use the computer to screen the member's qualifications and also to record machine usage.

1. The member selects the equipment he/she wants to use.
2. The member scans the equipment's bar code through code reader.
3. The member scans the member's badge through the code reader.
4. The computer then shows whether or not the member is qualified to use the equipment and the starting time.
5. The member then places the equipment tag on the lower hook to show that the equipment is in use.

Note: ***Some equipment requires that the Monitor issue other items to the member such as:***

- ***Gun for abrasive blaster*** • ***Key to plasma arc machines***
- ***Key for power brake***

When Finished With Equipment

1. The member scans the equipment bar code card then his badge through the bar code reader.
2. The computer then shows both the ending time and the starting time.
3. The member then places the equipment tag on the upper hook. Monitors should periodically check that members have cleaned up the equipment and the area and verify that the member has scanned the bar code and placed it on the upper hook.

Work Request Guidelines

When residents or organizations request that work be done by the Metal Club, the Monitor shall:

1. Determine if the project is doable, worthwhile and something that we want to do.
If in doubt, ask a person likely to do it. WE ARE A CRAFT SHOP and can pick and choose what we want to do.
2. **DO NOT ACCEPT WORK ON LADDERS, EXERCISE EQUIPMENT, TRAILER HITCHES, ETC.** These all involve liability by the Recreation Association. ***Remember that a person may not sign his rights away, no matter what he says to the contrary.***

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WORK REQUEST

DATE _____ NUMBER _____

Requesters Name _____ PHONE _____

Address or Organization _____

MONITORS NAME _____ BADGE NO. _____

!!! PLEASE NOTE !!!

THE METAL CLUB IS A HOBBY CLUB !!! ALL WORK BY OUR MEMBERS IS DONATED

SO PLEASE BE PATIENT WITH OUR MEMBERS TIME FRAMES !!!

PLEASE ATTACH A COMPLETE DRAWING WITH DIMENSIONS, REQUEST #

AND A COMPLETE WRITTEN DESCRIPTION OF THE WORK TO BE DONE !!!

MATERIAL FURNISHED BY METAL CLUB _____ COST _____

WORK COMPLETED BY _____ Est. DONATION _____

Monitor Receiving Donation _____ Date _____

NOTE

The Sun City West Metal Club will voluntarily accept and perform Requested Work, when possible, for individuals, other Clubs, SCW Recreation Center and other organizations for the benefit of SCW Metal Club and the community.

REQUESTERS PLEASE NOTE

I Understand as a Requester or Agent for the Above Organization, that the Metal Club ASSUMES NO RESPONSIBILITY for the Loss or Damage of any Property Delivered to the Metal Club for Processing and Accepts the Club's Disclaimer For all Guarantees, Expressed or Otherwise for any Fabrication or Repair Work. Please sign below.

Authorized Signature _____ 03/06/2005

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STANDARD OPERATING PROCEDURES (Cont.)

If We Accept the Work

If we accept the work, complete the Work Request form entirely.

1. Assign the next number on the Work Request form and log form.
2. Enter the person's name and a short description on the Work Request log form.
3. Make sure you put enough information in the description of the work on the Work Request form that a club member can do it. A sketch is very desirable. Large sketches shall be placed on the clip board located on the work rack.
4. Make sure all information is legible. Print it if possible.
5. Have the requesting person sign the disclaimer at the bottom of the form when applicable.
6. Tell them that the charge is set by the person doing the work. If they need to know, we will call them before starting. Be sure to note this on the Work Request.
7. Tell them we will call them when the work is complete. Do not commit to a completion time. Tell them we are all unpaid volunteers and this is a craft shop.
8. If we take a sample or part to be repaired, note what it is on the Work Request.
9. After work on a Work Request is completed, update the Work Request form, establish the "total donation" and notify the requester that the job is completed. Make notes on Work Request form to let others know about status of request.
10. Refer to completed "Work Request form" in front of Work Request book.

Payment for Work for Other Organizations

Normally work for the Recreation Center, Posse and Prides is negotiable and the club president shall establish the charges as applicable. Charges to other clubs or organizations for work shall be established by member doing the work.

Material Sales

Metal stock may be sold on a limited basis to anyone requesting such material.

Non-members shall be charged an additional 20% above listed price.

1. Costs of materials are found in the "Materials" book at the Monitor's desk. Some costs are marked directly on the material. In those cases, the purchaser must buy the whole item.
2. The Monitor shall write a receipt for any purchase over \$2.00. Use the "General Receipts" book. Purchases of \$2.00 or less may be put in the donation jar.
3. Be sure to describe what is being purchased on the receipt and whether it is paid by cash or check. All receipts shall be identified as one of the items listed on the front of the receipt book.

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STANDARD OPERATION PROCEDURES (Cont.)

Material Sales (Cont.)

4. Give the purchaser the pink copy of the receipt and put the yellow copy with the cash or check in an envelope and put it in the money slot.
5. Members may request materials, tools and supplies to be purchased by entering the description of the item in the back of the "Materials" book. Monitors are also requested to add any items regularly supplied that are out or in short supply.

New Members

New members must fill out a "New Member Application Card." These are located under the counter at the Monitor's desk. Be sure to check it for completeness including the Rec. Number and signature. Remember, only current Sun City West Residents may join the club.

1. Explain the qualification policy to operate all major power equipment. Either a class or "walk-through" for qualified members is required.
2. Have new members sign up on clipboard for an "Orientation class/Walk-Through." This will simply give new members the basic club operating procedures, a tour of the shop, explaining the location of hand tools, gages and major equipment.
3. Collect \$24.00 - \$20.00 for dues and \$4.00 for the badge.
4. Use the "Dues Receipts" book to issue a receipt. Put the person's Rec. Number on the receipt and write "New Member" on it.
5. Give the new member the pink copy of the receipt and put the yellow copy with the cash or check in an envelope and put it in the money slot.
6. Put the Membership Application Card in the front of the "Computer" book.
7. Tell the new member that his badge should be there in about a week. Tell him/her to come in and ask for it.
8. Remind him/her they may not use any power equipment until they have been qualified.

Mail Box Sales

Members who have paid dues for the second year may purchase mail boxes at the Metal Club. All other purchases must be made through the Village Store. Follow the instructions at the Monitors desk. Instructions for people who choose to install their own mailbox may obtain instructions from one of our mail box installers.

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STANDARD OPERATING PROCEDURES (Cont.)

Receipts

Receipts are issued for any transaction over \$2.00 and are written in triplicate in **one** of the following receipt books:

- **General Receipts**: Material purchases, Work Requests, donations/donation jars, classes and 10% donation of member sales.
- **Dues and Locker Rental Receipts Book**
- **Picnic Receipts** Book

The **white** copy of the receipt remains in the Receipt Book as a permanent record. The yellow copy of the receipt is placed in an envelope along with the cash or check and **inserted into the slot to the right of the front Monitor's desk. Do not place any money in the slot without a receipt. Notes, etc. will not take the place of a receipt**

The **pink** copy of the receipt is given to the customer, or may be discarded.

How to Fill Out a Receipt

Follow these steps to fill out receipts:

- Date: Print in the month, day and year.
- **Received From: Print the customer's name and badge number.** If they are a non-member just joining, write in their name and Rec. Number. If you are transferring money from a donation jar, print "Donation Jar."
- \$: Write in the amount in numeric form in the box as shown. This amount should be exactly the same as the amount you put in the envelope.
- Print in the amount in words on the next line as shown.
- Select from the examples of "For" entry on receipt listed on next page.
- Cash or Check: Check form that payment is made either by cash or check. We do not accept money orders.
- Sign your name.

Sample Receipt Examples

(see next page)

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STANDARD OPERATING PROCEDURES (Cont.)

Examples of "For" Entry on Receipt

Print on Receipt

Work Request	Work Request Number
Picnic Fee	Material Purchase Specific description of material metals, abrasives, tools, mail boxes, paint, etc.
Dues/Locker Rental	Picnic date and number of people
Donation	Dues for the current year and locker number, if applicable
Classes	Donation for, or from the Donation Jar
Member Sales	Name of class
	10% donation of member sales

Voiding Receipts

If you void a receipt, sign the white copy and mark it "VOID" and leave in receipt book.

Remove both the yellow and pink copies and destroy.

Enforcing Club Rules and Safety

Monitors are in charge of the shop when they are monitoring. They guide and instruct members in conforming to club rules.

Safety regulation requirements include:

1. Eye protection is required when using all power and welding equipment.
2. Do not wear loose fitting shirts, sweaters, etc. or sleeves that come below the elbow when running power equipment.
3. No sandals or open toed shoes are allowed while working in the shop.

The Monitor may request a member to discontinue his activity in the shop for the rest of the day if, in the opinion of the Monitor, the member is in violation of club by-laws or safety regulations.

If the member does not comply with the Monitors request, the Monitor is authorized to turn off the lights and close down the shop to all members. A written report should be given to the President or a Board Member as soon as possible.

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STANDARD OPERATING PROCEDURES (Cont.)

Incident Accident Reporting

The following information is on the bulletin board behind the Monitor's desk.

1. If a serious incident, injury or fatality occurs (including those requiring medical attention):

- A.** Call "911" - give the necessary information.
Location: Sun City West Metal Club
13849 Camino del Sol
Sun City West, AZ 85375
Phone: 623-584-0150
- B.** Request ambulance assistance.
- C.** Call Facility Supervisor - R.H. Johnson Rec. Ctr. - 584-6105.
Recreation Activities Manager - 584-6114
- D.** Prepare report:

The Monitor shall document important details. Monitor shall contact the club President or another officer who must file Form RC 20-5 with the Facility Supervisor (within 24 hours) who in turn forwards it to the Recreation Activities Manager.

2. If the incident or accident is not serious, follow steps C and D only.

Video Surveillance of the Courtyard. Sheet Metal and Plasma Arc Machine Areas

Monitors must keep the system turned on at all times when the shop is open. Monitors should periodically observe all areas for such things as:

- To observe whether or not an injury, heart attack, or other incident has occurred requiring immediate attention.
- To see if members are using required safety equipment such as dust masks and goggles.
- To make sure members using equipment are properly signed out to use it.
- To check for unusual things, such as equipment on fire.

Red "Power Off" Buttons

There are two power shut-off buttons; one is located adjacent to the main entrance door from the parking lot, and the other adjacent to the door to the courtyard area. Pushing either of the buttons shuts off all power to the equipment in the shop. Both of these buttons are **RED**.

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STANDARD OPERATING PROCEDURES (Cont.)

Miscellaneous Duties

Monitors are normally very busy. It is mandatory that at least one Monitor is stationed at the Monitor's desk at all times to observe the video surveillance and the general operation of the club.

General Duties of Monitors Include:

Observe the machine usage and keep barcodes in correct position (In Use/Not in Use.)
Remind users that they are expected to clean their work areas and return tools to their proper place (if they have not done so.)

Request members to replace saw blades, grinding wheels, sanding discs, etc., when required. All members using the club should be instructed to do these simple tasks. Show members where to find tools, replacement saw blades, etc. and encourage members to familiarize themselves where tools, equipment and materials are kept. Remind members not to create unsafe conditions by leaving drawers and lockers open.

Ask members to assist in unloading material deliveries, etc.

Make a special effort to treat members and guests as you would like to be treated. Be helpful to them.

"Treat them courteously."

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CLOSING THE SHOP

Closing Procedures

Follow these steps to close the shop:

At approximately 3:45 PM, check the tan mailbox for mail. Make sure the front door is locked. Put any mail on the Monitor's desk.

Storage Yard, Courtyard and Sheet Metal Areas

1. Check to see that no vehicles are in storage yard.
2. Check main gate and lock it. (It should always be locked except on Wednesdays or for special deliveries.)
3. Close and lock doors on storage barn and plasma arc room.
4. Check compressor room door. To lock, key is in key box at Monitor's desk.
5. Lock exit gates on both ends of courtyard.
6. Make sure no one is in washrooms.
7. Turn courtyard lights off — switch on wall opposite of washrooms.
8. Turn security lights on in courtyard — switch on wall next to side door exit to courtyard. (Toggle switch in down position.)
9. Lock door from main shop to courtyard.
10. Turn off compressor airline — above sheet metal rack at back of sheet metal room.
11. Close 2 overhead doors in sheet metal shop — slide lock on floor. Lock door from sheet metal area to courtyard and check door in back of power brake.
12. Turn off all lights, exhaust fans and evaporative coolers in sheet metal area.
13. Close doors from welding area to sheet metal area.

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CLOSING THE SHOP (Cont.)

Main Shop and Gas Tank Farm

15. Open gate to gas tank farm (key at Monitor's station.)
16. Turn off oxygen and acetylene bottles following instructions posted on wall adjacent to bottles. **Lock the gate.**
17. Check the machines (lathes, mills, grinders.) Pull disconnect switch on buss bar for #3 and #4 mills and #2 lathe, if they were left on.
18. Turn off coffee maker.
19. Turn off any bench lights.
20. Turn off bar code computer.
21. Turn off surveillance cameras by pushing black button on back of TV screen on Monitor's desk.
22. **Make certain no one is in the shop.**
23. **Turn off main shop light switches (5)** located to right of front door to shop.
24. Run "QUIT" card at right of main side entrance door through bar code reader and put card back.
25. **Exit the shop and make sure door is secure.**

Thanks for monitoring and have a great day!

Sun City West Metal Club
13849 Camino Del Sol Blvd.
Sun City West, AZ 85375
(623) 584-0150