

## Manager of Building Operations Plan and Daily Rules

The Operational Plan is to be a daily guide to the rules and activities for the SCW Automotive Restoration Club. If any rules contradict the Club By Laws, the Club By Laws will take precedent.

- The manager of building operations shall have the responsibility of managing and following the rules and procedures outlined in this document.
- Safety education and safety procedures will always be followed by all members of the Club.
- A monitoring system will be set in place to carry out the rules and regulations for the Club.
- The Automotive Restoration Club of Sun City West is a car club with facilities to work on personally owned members vehicles as a hobby. A vehicle definition will consist of the following categories:
  - Automobiles
  - Trucks
  - Golf Carts
  - Motor Cycle
  - ATV's

Other types of vehicles can be worked on with approved authorization from the manager of building operations.

### **Hours of Operation:**

The Club will open Monday through Friday from 8am until 4pm. The Club will be closed Saturday and Sunday. Saturday availability will be reassessed subject to demand.

- The Club will be open year around. Work space that is requested for June, July and August will be scheduled based on the availability of shop monitors
- All members working on projects must complete their work and clean their space no later than 3:30pm. No exceptions.
- All work (when allowed) on Saturday, must be completed and area cleaned up 30 minutes prior to the scheduled closing time.
- Members are required to clean up any common area they used prior to vacating the area.

### **Cost and Expenses:**

To offset the cost of running and maintaining the equipment used in our Club, certain charges must be made to the members in order to help defray the cost.

- The daily cost of a vehicle to be worked on will be set by the Club Officers
- The rates will be published and posted in the Club on a bulletin board.
- Daily fees will be assessed at the time the project is started. No work can be performed if the fee has not been paid.

### **Set Fees:**

➤ Half day (4 Hours)	\$6.00
➤ Full day (8 Hours)	\$10.00
➤ Weekly (40 Hours) M-F	\$45.00
➤ Drive-in hourly Rate with	
➤ lift/hoist privileges (2) hours	\$5.00
➤ <b>Additional fee for the use of a lift/hoist</b>	\$2.50 per hour

### **Rules and Procedures:**

- Each member must be in good standing with the Club.
- Each member in order to work on his/her vehicle must complete a shop safety class prior to scheduling work.
- Each member, in order to schedule work on his/her vehicle, must first fill out a request form describing the type of work they are planning to do to their vehicle. The request form will ask for the description of their work, equipment needed, and the approximate time needed to complete the project.
- The **scheduling manager** will review the request form submitted, insure that the member is in good standing, and the safety class has been attended. The scheduling manager will

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determine the appropriate fees, collect the fees, and schedule the required shop time.

- Members will be responsible for providing hand tools necessary to complete their own projects.
- At this time the Club member to complete his/her project must furnish all parts, materials, and supplies.
- At the end of the work day 3:30pm or your allotted work space time members must remove all parts, materials, supplies and tools used on their project.
- Due to the limited amount of space available members will not be allowed to store tool boxes, large car parts (i.e.) fenders ,doors, hoods, engines etc. at the facility.
- Club members are not allowed to sell any merchandise, or to solicit for sale any merchandise, other than his/her own parts and personal property. Absolutely no representing any product lines or manufacturer with the intent to sell merchandise to Club members will be tolerated. Members who knowingly and willingly purchase products from another Club member will also be in violation of the Club rules.
- Work may not be performed on vehicles not owned by a Club member or his/her immediate family. Only Club members will be allowed to work in the shop. If assistance from an outside source is required to complete your project that source must be pre approved by the Recreation Center Of Sun City West Inc. prior to performing any work in the Club. Note: This is a requirement of the Recreation Center Of Sun City West, Inc.
- Individuals will not be allowed to renovate vehicles for resale purposes or short term profit with the exception of ARC Project cars for Club profit. The Club will from time to time, buy or have donated to them a vehicle that will become a "Club Project". The purpose of a Club Project is to raise money to cover expenses for the building and other costs needed to run the Club. Each member will be asked to assist in the restoration of these vehicles. Skilled members will be asked to take a lead role. Less skilled members and those who want to learn more about the "art of restoration," will volunteer to help see these projects through completion. **It is estimated that we will need to restore at least one car a year to raise funds.**

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- We will accept appropriate advertising from sponsors (with Rec Center approval). We are a **501 (c) (3)** organization where donations **may** be tax deductible.
- Our Club will conduct regular training classes for members. The Executive Board will set a fee with input from the instructors. Educational programs for people in our community will be held from time to time with a fee charged. Instructors will be volunteers and will not be compensated. All training money will go to the Club's General Fund.
- Car restoration can be a messy job; so strong emphasis will be placed on keeping all areas neat and clean.
- Members will be sensitive to the neighborhood. No racing of the engines will be allowed. Mufflers and other noise reduction equipment must be in place and working. Violators will be written up.

## Manager of Building Operations/Shop Foremen/Monitors

- A monitoring system will be established by the Manager of Building Operations to insure the safety and compliance of the rules. The Recreation Centers Of Sun City West, Inc. requires that there be two monitors per shift. All members wishing to be monitors will be required to go through monitor training.
- Members can volunteer to be a monitor and are encouraged to do so.
- The operations manager or the shop foreman when on duty will be the key person in charge. All monitors will report to him/her. The main responsibility will be safety for everyone in the shop. It will be the operations manager who will have the responsibility to report all injuries and incidents in writing to the Executive Board and to the Rec Center. The Operations Manager/Shop Foreman will be responsible to unlock and lock the doors at the appropriate times for normal shop operations.
- Monitors: Will walk the workshop floor making sure all safety and OSHA rules are being followed. Monitors will also have the responsibility to answer the telephone, greet and take guests on tour of the shop, maintain the tool room, and check out tools as required, and make sure the shop is well maintained and clean.

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- The Monitors will have the responsibility to write up any incidence involving an injury or violation of the Clubs rules.
- There will be two monitors per shift at all times when the shop is open and running. One desk monitor and one walking floor monitor.
  - Desk Monitor: a desk monitor will be established. The Desk Monitors primary responsibility will be to handle the daily charges and collection of money from the membership. They will collect daily fees and any other expenses due. No one will be exempt from paying their expenses at the time the services are being used. No charge will be assessed to “Project Cars” (Club Project), but the financial accounting will be entered into the ledger. In addition the Desk Monitor will answer the phone and greet guests.
  - The Management of Buildings Operations is the authority on all building matters and issues. In some cases the Board Officers and Directors would actually have the duty to take any issue to the entire membership for a vote when a quorum is present.

Respectfully submitted,

Fred Burk  
Mgr. of Building Operations