

BFV USER CONTRACT 08.05.24



Welcome to Bergen Fellesverkstedet.

The following document has the goal to inform users of the systems and safety of the BFV workshop, and to demonstrate that the user has read and agreed with its contents.

This information, and more, can be found at:

bergenfellesverksted.no

NOTE: some of the systems described below are in the implementation process. We work towards our goals steadily. If something is not quite as described, do your best to keep a safe and tidy workshop environment.

Membership

Membership as a user of BFV grants access and use of the workshops, limited as described below.

To be a User of BFV, one must register at bergenfellesverksted.no, have received an introduction from the staff, received a key and have read and signed the User Contract.

After reading and signing this document, and having had a physical introduction to BFV, the user will be ready to use the premises. To become a user of BFV you must be at least 18 years of age.

General Access

Users of BFV have 24/7 access to BFV.

Each user is given a personal key. This key is exclusively for the user and is non transferable.

The key is given after an introduction to the BFV workshop and reading and signing this document.

The users login information is their own, not to be shared.

Users can open the door digitally.

In the case of cancellation or pause of membership, the key will automatically be disabled and access put on hold. The key does not need to be returned. The key is automatically activated when the membership is renewed.

Only users are allowed to use BFV and access/opening doors should only be given to others after making sure they are a member, this is to ensure non members wont get access.

General conduct

Food, drinks and kitchen

Users may use the fridge, anything stored there must have a name and date, and not forgotten there. No food to be left anywhere on the premises otherwise.

Coffee is provided by BFV, please clean the equipment after use. If you consume a lot of coffee, consider buying some for the workshop.

Users may use the kitchen ware, but must be cleaned and tidied after use. BFV has two dishwashers, one for clean, and one for dirty kitchen ware. When the dirty one is full, it is started, and then changed to clean, and the other to dirty.

Alcohol consumption is prohibited in BFV. With the exception of dedicated events organised by BFV.

Noise and sound

Noise levels in the Social room are to be kept at an acceptable level. Users are to avoid disturbing others when possible.

Courses are a daily part of BFV, in which case the users must respect the space and noise levels around these. Course schedules are posted on the calendar, plan your work around them.

Respect

BFV is a project based on respect, tolerance and trust. BFV premises are not religiously or politically aligned, and not the place for discussion of these.

Please treat everyone with care and respect.

Use of HMS gear

The use of adequate HMS equipment is mandatory. Lack of use of this equipment will revoke access to the workshop.

In any of the workshops that are not the Entry/Social or Project room, protective glasses are mandatory. Specific HMS equipment requirements are posted at the entry to each workshop and must be followed. Some equipment will require additional HMS gear, posted on the machine itself.

Doors between workshops must remain closed (due to sound, dust and safety).

The use of dust collection systems is mandatory when doing activities that create dust.

Access to BFV workshops

When signing up to BFV you will be given a general introduction to the whole workshop and basic routines. This grants access only to the Entry/Social and Project rooms.

No other access is granted until the additional requirements for the other workshops have been fulfilled, as these are workshops with operation risks. (woodshop, metalshop, machining shop, blacksmith, spray room). Additional requirements may differ from room to room, they are usually either a dedicated demonstration or having completed the introduction course.

Users have access to the equipment and machines in the room they are allowed access to unless it explicitly stated otherwise on the equipment itself.

Ignorance of the system does not grant use of the premises nor equipment.

A user can be deemed not competent enough to make use of specific workshops by the administration and may not be granted access to these, or be revoked access in the future.

If the user does not know how to use the equipment or feel unsafe to do so, they must not take any risks for themselves, others, nor the equipment, and refrain from using it at all. Contact the staff if in doubt.

When leaving BFV, make sure all doors are locked properly, regardless if you are the last or not to leave.

Only members should have access to BFV; if you open for someone else be sure they are a member.

Only members are allowed to use the equipment and machines at BFV. Some equipment might require additional training.

Do not open for anyone who you do not know for sure is a member. All members have personal keys and lock access through the web page.

The rules for the different workshops might change as the equipment, layouts and needs change. Updated Workshop rules can be found under the member section on the web page and in each room individually.

Woodshop and Metal shop

Access to the woodshop is granted only after an introduction. This guarantees that the user understands the safety measures and routines of the workshop and risks involved.

All equipment with dust collection ports must be used with the dust collection systems. All such machines have been adapted to be used with dust collection.

Machine Shop

This room is accessed only after an introduction to the machinshop, in addition the user must complete a check out in the machines in the workshop or have done the introduction course, and be vetted by BFV.

*room currently under development

Spray room

This room is accessed as part of the introduction to the woodshop.

Use of ventilation and breathing HMS equipment is mandatory.

*room currently under development

Blacksmith

The Blacksmith is accessed after the *introduction to blacksmithing* course, or by being vetted by the administration after an introduction.

Booking

Some of the equipment and areas require booking prior to use. These are found in the booking system on the BFV webpage (bergenfellesverksted.no). Use of this equipment without booking is not allowed. Users may book only equipment they have gained access to. Refer to the Access section of the contract.

BFV's calendar is available at the website, and it has priority over bookings. Users should plan around the scheduled bookings of the premises by looking at the calendar.

Bookings guarantee that the user shall have priority on the booked equipment over other users.

Storage

Members can get their own personal storage box with their membership, for personal equipment, materials and projects. The box is owned by BFV and can not be taken home.

BFV provides no further storage, short or long term, except in designated spaces. In which case, Name, Date and Timespan must be written clearly. BFV is not responsible for the safety of the items stored at the workshop. Neither in the box, or elsewhere.

The BFV storage box

It must have the tag visible with the users First name and surname initial.

Materials

BFV does not supply any free material nor consumables (such as pens, tape, sandpaper, etc). Users must therefore supply and bring their own material to use.

The exception to this is materials marked with, or placed in a container marked with FFA (Free for all), which are leftovers or free materials for anyone to use.

Any other material found at BFV is not available for use, unless clearly designated by BFV as Free for all. Any unmarked material or left out of place by users, will be deemed as BFV's to use or dispose. Users must still dispose of their trash and left over materials as described in Trash and Waste, below.

BFV sells an array of materials at the webshop, these can be physically found at the premises. Availability may vary. Materials bought from the shop must be paid for prior to use.

Trash and waste

Users are responsible for disposing of their trash appropriately following BFV's guidelines.

Each workshop has a waste disposal system, with guidelines of correct waste disposal posted. If the material is not included in this workshop, the user must seek out the correct trash at BFV.

Note that the only place where food, food wrapping, snus, etc. can be thrown is in the social room.

Trash must be cut down to appropriate dimensions for disposal, not large or long pieces.

*not all trash systems are in place yet, please do your best to ensure a good workshop environment

TRASH SYSTEMS				
Social Room	Project room	Woodshop	Metalshop	Blacksmith
General (inc. food) Paper Plastic Glass	General (non food)	General (non food) Clean wood (to burn) Wood treated Wood glued/composite/painted	General (non food) Metal	General (non food) Metal

*Chemical waste is not disposed off by BFV, and a user must dispose of it themselves immediately after use, as BFV provides no storage for it.

Cleaning/Tidying

Users are responsible for tidying and cleaning after themselves.

BFV is a shared workshop, and even small messes can add up fast. Keep a good environment by leaving the place as you found it, or better.

No personal items left behind.

All equipment must be placed at its designated space. **currently under development*

No mess left behind after work.

As a general rule, if a user does not have time to tidy and clean after themselves, they do not have time to use the workshop.

In the case of finding a workshop in disarray, messy or other, please inform the administration.

Broken equipment and malfunction

If equipment fails or breaks, the user must inform BFV of it. Things break and require maintenance, it is the nature of a workshop, more so a shared one, so BFV understands that it happens.

Inform BFV so they can fix it and the workshop is in good condition for the next user. Failure to inform BFV if the user is part of a breakage or malfunction will be seen as a safety and contract breach. Again, it happens, just tell us so we can fix it.

Use of the equipment in the correct way will reduce failure and wear (and be safe). General misuse will be considered a safety breach. ‘

Improper use of equipment by the user, by misuse deviating from product manual, workshop instruction or wrong material, will result in the user assuming responsibility for the cost of reparation including (but not limited to) that of parts, services and time spent, or replacement of the equipment.

What does BFV supply?

BFV provides the workshops, equipment and electricity. BFV does not supply the materials or consumables.

In general BFV provides some blades, belts and some bits for the equipment, but excessive wear by users might affect their availability. If a user wishes to use their own, they may switch them, but must replace the BFV ones after use.

COMMUNICATION

General information, calendar and membership options are found at bergenfellesverksted.no

BFV uses emailing as a form of official communication.

BFV is active on Instagram and Facebook. There is a Facebook inside group dedicated to the users. The invitation is in the sign up welcome email.

The user has read and agreed with the BFV USER CONTRACT, and has received a general introduction to BFV.

User name and signature _____

Date _____