



board@footscraymakerlab.com  
http://footscraymakerlab.com/  
Footscray Maker Lab  
210 Whitehall Street  
Footscray, Victoria  
Australia, 3011

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## Frequently Ask Questions

The purpose of this information pack, is to give new members to FML/FMC all the basics on the Facility.

## Points of Contact:

### FMC Board

[board@footscraymakerlab.com](mailto:board@footscraymakerlab.com)

### Workshop Manager :

[board@footscraymakerlab.com](mailto:board@footscraymakerlab.com)

## Frequently Asked Questions:

### **Q: Do i need to supply my own toilet paper**

A: If you plan on using the FML ablutions , it is absolutely recommended to supply your own toilet paper as this is currently not cover in your annual coop membership fee.

### **Q: Where are the bins?**

A: Inside the factory there are two wheely bins, once located in the front section the other is located in the rear. Outside bins are located near the roadside gate.

Bins are put out on every tuesday night

### **Q: Is there wifi?**

A: Yes, the SSID is : **FML**, Password: **foot\$cr@y** torrenting is strictly forbidden

### **Q: Can i have guests**

A: Each member can have upto 5 non-member guests under their supervision.

### **Q: I am the last one working in the Factory and no-one else is around, should i turn off all the lights, check all access doors are shut and lock the gates upon departure?**

A: absolutely yes, security is everyone's business.



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**Q: What is the role of the caretaker?**

A: To provide security and perform nightly lockup rounds, take bins out every tuesday night

**Q: Is it ok to go into someone else's space when they are not there?**

A: no this is never acceptable unless you have their permission and or authorised to do so.

**Q: What do i do if i see someone doing an unsafe act, or partaking in illegal activities?**

A: Bring this to the attention of the workshop manager, FMC Board. If any illegal activities are taking place the first point of contact should be the police (000).

**Q: Is it ok, to smoke pot or do drugs on FML/FMC controlled property?**

A: Absolutely not, FML is a not a squat or commune it is a shared industrial workplace and although such activities can be fun. But shall not occur at FML.

**Q: When is the billing month to pay for my space?**

A: The billing cycle is from the 15th of every month.

**Q: I want to move spaces?**

A: Email the board, [board@footscraymakerlab.com](mailto:board@footscraymakerlab.com).

Do not under any circumstances move or sprawl into a space without the permission of the FMC board. Doing so may result in financial and or disciplinary measures.

**Q: Is it ok to occupy more than you pre-agreed upon space ?**

A: No it is certainly not ok to occupy more than you pre-agreed space, if you need more space contact the board. If you are found to be occupying or overflowing from your space you will first be informally warned than if you are still in breach on the 1st of the month you will be additionally invoiced at the per square meter rate (nearest square metre).

**Q: Can i live at FML or is there a possibility of a live in type residency?**

A: Absolutely not, FML is a industrial shared working space and it would be against our Policies, Procedures and Lease Agreements. Furthermore any member found to attempt to do so will have to face the board with a very likelihood of being expelled from the co-op.



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**Q: Are pets allowed, comfort animals and mobility animals are permitted (guide dogs, comfort ducks etc.. ).**

A. NO FISH, BIRDS, FROGS, RATS, MICE, POSSUMS, LIZARDS or SNAKES or any other animal for that matter.

**Q. Can i spray aerosol or is spray painting permitted?**

A. Spray painting or Aerosol work is strictly prohibited from inside spaces, that being said if the right OH&S policies are in place such as a contained ventilated enclosure (spray booth) then FML/FMC are open to negotiation. Spray painting in outside / undercover spaces is acceptable (as long as it doesn't cause any inconvenience to other members or damage any property).

**Q. Can i use a power assisted moving devices, such as power walkers, scissor lifts or forklifts?**

- A. Yes and no~!
- a. All power assisted moving devices (as mentioned above), require permission of the FMC board. Furthermore a Job safety analysis (JSA) needs to be completed and or a safe work instructions (SWI's). Once the forms have been handed in and approved by the FMC board and or workshop manager then the nominated person(s) can proceed with work.
  - b. Furthermore all autorised operators must have the appropriate licences or tickets.
  - c. Inside the factory outside of designated loading zones (no powered assisted moving devices are permitted, except with the written consent from the FMC Board.
  - d. Any unauthorised operations, will result in an immediate stop work, and if a repeat offence occurs; administrative, disciplinary and or financial measures maybe implemented.

**Q. Are open fires permitted inside or outside (such as in fire barrels or fire pits)?**

A. Absolutely not, gas kilns are permitted. Anyone caught burning off eg. in barrels will face administrative, disciplinary and or financial measures.

**Q. How do you get your maker profile on the FML website?**

A. Please email a one pager about yourself and a single picture to the FMC board and we will add it to the website.