

# ARC Building Operations Plan and Daily Rules



## Overview:

This Operational Plan is to be a daily guide to the rules, procedures and activities for the Automotive/Restoration Club of Sun City West. If any rules contradict the Club By-Laws or the Recreation Center Of Sun City West, Inc. (known as RCSCW) RR&Ps, the Club By-Laws or RCSCW RR&Ps shall prevail.

1. The Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager, Assistant Body/Paint Shop Manager shall have the responsibility of managing and following the rules and procedures outlined in this document.
2. Safety education and safety procedures are the responsibility of the Safety Director and will always be followed by all members of the Club.
3. A monitoring system will be set in place to carry out the rules and regulations for the Club.
4. The Automotive/Restoration Club of Sun City West is a club with facilities to work on personally owned members' vehicles as a hobby and for charity work.
5. A vehicle definition will consist of the following categories:
  - a. Automobiles
  - b. Trucks
  - c. Golf Carts
  - d. Motorcycles
  - e. ATVs
  - f. Boats
  - g. Trailers
  - h. RVs
6. Other types of vehicles may be worked on with approved authorization from the Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager or Assistant Body/Paint Shop Manager.

## A. Hours of Operation:

The Club will generally be open Monday through Saturday from 8am until 4pm. The Club will be closed Sunday. Generally, Saturday will be reserved for training during the morning with the afternoon being open for member work upon demand.

1. The Club will be open year around. Work space will be scheduled based on the availability of shop monitors and shop foremen.
  - o Long Term Projects are scheduled space in the shop which is limited to 90 consecutive days. Space will be allotted on a first-come, first-serve basis from a sign-up list maintained in the shop. Members are expected to work on their project each day the shop is open. Members who need more time to complete their project may go beyond their 90 days as long as there are no members on the waiting list. This does not apply to long term "Club Projects," which has a designated bay. It is the responsibility of the Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager or Assistant Body/Paint Shop Manager to monitor and enforce this club rule.
2. All members working on projects must complete their work and clean their space no later than 3:30 pm. No exceptions.
3. Members are required to clean up any common area they used prior to vacating the area.

# ARC Building Operations Plan and Daily Rules



## B. 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.

1. The daily cost of a vehicle to be worked on will be set by the Club Officers
2. The rates will be posted in the Shop at the Monitor's Station.
3. Daily fees and a separate cleaning deposit will be assessed at the time the project is started. No work may be performed if the fees and cleaning deposit have not been paid. The separate cleaning deposit may be refunded if the area used is cleaned up and upon approval of the Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager, Assistant Body/Paint Shop Manager or Foreman.

## C. Rules and Procedures:

1. Each member must be in good standing with the Rec. Center and the Club.
2. In order to work on a vehicle every member must:
  - a. Complete a Shop Safety Class prior to scheduling work.
  - b. 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.
3. The Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager, Assistant Body/Paint Shop Manager or Shop Foreman on duty will then:
  - a. Review the request form submitted
  - b. Ensure that the member is in good standing and the appropriate Shop Safety Class has been completed with recorded certification in the member database.
  - c. Will determine the appropriate fees
  - d. Schedule the required shop time.
  - e. NOTE: If a lift is requested, a one hour window will be given to occupy the lift. After one hour, the lift will be considered open for the next occupant.
4. Members will be responsible for providing specialty tools necessary to complete their own projects. These tools/electrical devices must be certified and pass with a safety inspection by the Foreman.
5. General tools are available for usage.
6. Generally, the Club member will furnish parts, materials and supplies/chemicals to complete his/her project. Any personal supplies/chemicals are to be removed at the end of the day.
7. At the end of the work day 3:30 pm or your allotted work space time, members must remove all parts, materials, supplies/chemicals with tools used on the project returned to the tool box/crib.
8. Due to the limited amount of space available members will not be allowed to store tool boxes, large vehicle parts (i.e.) fenders, doors, hoods, engines etc. at the shop.
9. No working on vehicles in the Rec. Center parking lot.
10. Members may only work on their own vehicles or that of his/her immediate family. (Charity work may be an exception to this, but with the approval of the Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager or Assistant Body/Paint Shop Manager.)
11. Only Club members will be allowed to work in the shop as per RCSCW stipulation. If assistance from an outside source is required to complete your project, that source must be

## ARC Building Operations Plan and Daily Rules



pre-approved by the RCSCW prior to performing any work in the Shop. Note: These are all requirements of the RCSCW.

12. Individuals will not be allowed to renovate vehicles for resale purposes or short term profit with the exception of ARC Project Vehicles for Club profit.
13. The Club will from time to time purchase or have donated to them a vehicle that will become a "Club Project". The purpose of a Club Project is to provide training and/or raise money. Members will have the opportunity 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 to completion.
14. We will accept advertising from sponsors only with RCSCW approval. ARC is a 501 (c)(3) organization where donations may be tax deductible.
15. Our Club may conduct regular training classes for members. The Club Board may set a fee with input from any instructors. Educational programs for people in our community may be held from time to time with a fee charged. Instructors may be volunteers and may/may not be compensated. All training fees may go to the Club's General Fund.
16. Vehicle restoration can be a messy job; therefore, strong emphasis will be placed on keeping all areas neat and clean.
17. 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.

### **D. Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager, Assistant Body/Paint Shop Manager, Shop Foremen and Monitors:**

1. A monitoring system will be established by the Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager and Assistant Body/Paint Shop Manager to ensure the safety and compliance of the rules. The RCSCW requires that there be two Monitors on duty per shift. When work is being performed in the shop, a minimum of one Shop Foreman and one Monitor will be on duty per shift.
2. All members wishing to be Monitors will be required to go through Monitor Training. Members may volunteer to be a Monitor and are encouraged to do so.
3. The Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager, Assistant Body/Paint Shop Manager or the Shop Foreman on duty will be the key person in charge. All Monitors will report to him/her. Their main responsibility will be safety for everyone in the Shop.
4. In the case of an injury, incident or accident, the Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager, Assistant Body/Paint Shop Manager, Shop Foreman, or the Monitor that witnessed the injury or incident should immediately take pictures if possible and report it in writing to the ARC Board using the CR 20-5 form provided.
5. The Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager, Assistant Body/Paint Shop Manager, Shop Foreman or Monitor will be responsible to unlock and lock the doors at the appropriate times for normal shop operations.
6. Monitor's primary responsibility will be to handle the daily charges, collection of money from the membership, answer the phone and collect other expenses due. No one will be exempt from paying their shop expenses/cleaning deposit at the time the services are started.
7. Foremen will make sure all safety rules are being followed. Monitors will also have the

## ARC Building Operations Plan and Daily Rules



responsibility to answer the telephone, greet and take guests on a tour of the shop, maintain the tools, check out tools as required, and make sure the shop is well maintained and clean. The Foremen will also have the responsibility to write up any violation(s) of the Club's rules.

8. No charge will be assessed to "Project Vehicles" (Club Project) for Shop time, but any purchases for the project will be entered into the Club's accounting.
9. The Building Operations Manager, Assistant Operations Manager, Body/Paint Shop Manager, Assistant Body/Paint Shop Manager have the authority on building matters and/or issues and serve at the pleasure of the ARC Board.