

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. These policies and rules apply to all members.

1. The Shop Manager, Assistant Shop Manager, 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 be followed by all members of the Club.
3. The Automotive/Restoration Club of Sun City West is a club with facilities to work on personally owned members vehicles or those of immediate family members, as a hobby and for charity work.
4. 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 (Subject to length and weight restrictions)
5. Other types of vehicles may be worked on with prior approved authorization from the Shop Manager, Assistant Shop Manager or Body/Paint Shop Manager.
6. Work will not be allowed on the electrical systems of vehicles with lithium batteries or high voltage systems. Vehicles with lithium batteries cannot remain in the shop overnight.

A. Hours of Operation:

The Club will generally be open Monday through Friday from 8am until 4pm and Saturdays from 8am until noon. The Club will be closed on Sundays.

1. The Club will be open year around. Workspace will be scheduled based on the availability of shop monitors and shop foremen.
 - Long Term Projects are scheduled space in the shop which is limited to 90

ARC Building Operations Plan and Daily Rules



consecutive days in 30-day increments. 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 that the shop is open barring any unforeseen personal circumstances. Members who need more time to complete their project may go beyond 90 days as long as there are no members on the waiting list. Additional time will be in 30-day increments. This does not apply to a long term “Club Project,” which has a designated bay. It is the responsibility of the Shop Manager, Assistant Shop Manager or Body/Paint Shop Manager to monitor and enforce this club rule.

2. Mechanical work will not be done in the Paint Shop unless it pertains to the painting prep process and bodyshop work will not be done in the mechanical part of the shop.
3. All members working on projects must complete their work and clean their space no later than 3:30 pm.
4. Members are required to clean up any common area they used prior to vacating the area.

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 board.
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 in advance. The separate cleaning deposit may be refunded if the area used is cleaned up and upon approval of the Foreman or Floor Monitor.
4. Vehicle inspection will not be charged if tools are not used, but a work request and \$20 deposit will still be required.
5. When shop closures happen due to holidays, short months, shop repairs, club functions, lack of monitors, etc., time adjustments may be made on a case-by-case basis by the Shop Manager.

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, Monitor and Lift Class prior to scheduling work.

ARC Building Operations Plan and Daily Rules



- b. Fill out a request form describing the type of work they are planning to do on their vehicle. The request form will ask for a description of their work, equipment needed, and the approximate time needed to complete the project. The Desk Monitor will make sure the form is completed properly then sign and save the form.
3. The 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. Sign off on the request.

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 another member.

4. Members will be responsible for providing specialty tools necessary to complete their own projects.
5. General tools are available for use.
6. The Club member will furnish parts, materials and supplies/chemicals to complete their project. Disposal of used oils/chemicals/parts are the personal responsibility of the individual member.
7. When the member's project is completed, the member must return all parts, materials, supplies/chemicals and tools used in the project to their proper storage.
8. Due to the limited amount of space available members will not be allowed to store toolboxes, large vehicle parts (i.e.) fenders, doors, hoods, engines etc. at the shop.
9. No working on vehicles in the Rec. Center parking lot. 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 pre-approved by the RCSCW prior to performing any work in the Shop. Note: These are the requirements of the RCSCW.
10. 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.
11. 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.

ARC Building Operations Plan and Daily Rules



12. The Club will conduct regular training classes for members. The board members 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 or may not be compensated. All training fees will go to the Club's General Fund.
13. Vehicle restoration can be a messy job; therefore, strong emphasis will be placed on keeping all areas neat and clean.
14. 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.

D. Shop Manager, Assistant Shop Manager, Body/Paint Shop Manager, Shop Foremen and Monitors:

1. Members may volunteer to be a Monitor and are encouraged to do so.
2. The Shop Manager, Assistant Shop Manager, Body/Paint Shop Manager, or the Shop Foreman on duty will be the key person in charge. All Monitors will report to the Shop Foreman. The main responsibility of those in charge will be the safety of everyone in the Shop.
3. In the case of an injury, incident or accident, the Shop Manager, Assistant Shop Manager, Body/Paint Shop Manager, Shop Foreman, or the Monitor that witnessed the injury or incident should immediately take pictures if possible. The Shop Manager will report it in writing to the ARC Board using a CR 20-5 form provided.
4. The desk 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.
5. Foremen will make sure all safety rules policies are being followed.
6. 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.
7. The Shop Manager, Assistant Shop Manager, Body/Paint Shop Manager, have the authority on building matters and/or issues and serve at the pleasure of the ARC Board.