



Monitors' Duties

There are two types of monitors; a Desk Monitor and Floor Monitor.

The monitors are supervised by the Shop Foreman, who makes sure the shop key is obtained from the Rec Center Staff and opens the shop at the appropriate time. The shop cannot be opened until there are two members present for safety reasons. The Key must be signed out daily (Monday through Saturday). The Shop Foreman may ask a Monitor on duty to return the key at the end of the day.

If a Shop Foreman is not available, no work may be done in the shop work area, but members may be in and around the Shop Desk and Social Table and tours may be conducted as long as there are two monitors present.

- Monitors sign up on the Sign-up Genius program for a four-hour period: 8 AM to 12 or 12 to 4 PM Monday through Friday. Saturday is usually open from 7 AM till Noon. If, for any reason, a person signed up as a monitor cannot be present for a scheduled shift, he or she should call the shop and inform the staff that they will not be able to be present for the scheduled shift.
- Note: if there are not at least two members in the shop, the shop must close! For safety reasons, no one may be in the building alone! This is a RCSCW and ARC safety policy.
- Monitors will wear the appropriate Monitors Badge so that it is clearly visible.
- The monitors open/close the shop following the Open/Close Checklist. (Appendix A)
- RCSCW and ARC policy prohibits smoking, drugs, alcohol and weapons in the building.
- Pets are not permitted. The only exception to this is a service animal, however, the animal must be wearing a service vest and the owner must present documents for your inspection proving the animal is a service animal.
- Monitors should contact the Shop Foreman if they have difficulty with any members, visitors or instructions. The Foreman is responsible for resolving any conflicts.

Desk Monitor General Duties

- The Desk Monitor is the Club's Receptionist and is responsible for greeting everyone entering the shop in a friendly and welcoming manner.
- Answer Phone: Punch button glowing red to talk. Say "Automotive Restoration Club. This is _____, how may I help you? "
- The Address of the Building: 19803 W. R.H. Johnson - Building B-2
- The Phone number is: 623-518-3226
- When checking the phone to see if there are messages. A message number will be displayed on the base unit. Press the silver Play/Stop button to play the messages. Write down the message for whoever should answer or return the call. Place the message in the third drawer down on the file cabinet. Delete the message from the phone unless it is a detailed message the recipient should hear.
- Check the "Monitor's Duties Binder" for any updates listed on the inside cover.
- Greet members and have them scan their club badge or Rec card for both the ARC and RCSCW systems.
- If the computer shows a red screen, ask the member to resolve the issue with the Rec Center.
- If there are any computer login problems, fill out the form provided to alert Paul Cowley of the issue or call at 623-217-8844.

- Desk Monitor will greet members when they check in to see if they are current on their yearly dues and have their Recreation Card current. Check computer or member's plastic card to see if the member has passed the classes needed to work in the shop and has eyewear and ear protection when needed. Note that the member's badge will not show welding qualification. Monitor will note if the member is certified on the Tools, Equipment and Machinery (TEM) as shown on the computer. Note: lift certification must be completed in order to use the lifts.
- Greet visitors and ask them to sign the Visitors Log. Advise them that they can log onto the ARC website: arcofscw.com for additional information. Answer questions and arrange a tour if they would like one. The Floor Monitor is the tour guide and if already conducting a tour, contact the Shop Foreman, who will ask another member to conduct the tour.
- If they are interested in joining the club, make sure they are SCW Residents and have a Rec Center Card. If so, give them a membership form.
- If a new member is joining ARC:
 - Collect \$35 in cash, check or credit card and have them fill out the membership form. (Be sure it is filled out completely and legibly especially the email address. If it is not legible, rewrite the info.) If the new membership is during the timeframe of October 1st to December 31st, then the new member pays \$5 for the remainder of the current year PLUS \$35 for the next year, for a total of \$40 to be collected with the application.
 - Have the new member sign-up for training and advise them that training starts at 3:30PM.
 - Badges will be available at the ARC building once mandatory training is completed.
- Money: Count the money in the cash box at the start and end of each shift. There should be \$100 in cash. If more or less is in the cash box, inform the Shop Foreman immediately. Put cash, checks (made out to ARC) or credit card receipts into a shop envelope, write on the outside "new member or renewal", "hat or shirt sale", "shop work" or other items. Place in the lock box slot. Examples of fees and activities include:
 - Fees for use of equipment and shop space as set forth in the Fee Schedule.
 - Sale of apparel and other ARC items (prices are listed at the apparel table)
 - Membership dues \$35 per year unless during the last quarter, then it is \$40 (\$5 for the remainder of the year and \$35 for the coming year ALL COLLECTED AT ONCE).
 - Donations (monetary) made out to ARC of SCW [ARC is a 501 (C) (3) charity] Ask about the need for a receipt. They are available.
 - Donations of tools or other shop equipment needs to be approved by a Shop Foreman.
 - Donations of any other items need to be approved by the Shop Operations Manager.
 - Raffle tickets, other event monies, brick sales, etc.
 - Raffles are payable by cash, check or credit card. Contact the Treasurer or Mike Libertore (Car Raffle) if questions arise.
 - If there are any issues or questions concerning money call the Treasurer (see Appendix C Contact List)
- Check out equipment. Enter information in the Equipment sign out Log located at the Monitor's desk. When the item is returned, check its condition, then sign and date the form.
- Monitor will alert the foreman when personal electrical tools are brought into the shop. The Shop Foreman is responsible for insuring tools are safe to operate.
- When members want to use the shop:
 1. Check to make sure the member has had safety and lift training.
 2. Check the day folder for the day the member wants to work, to make sure a space is available.

3. Have the member fill out shop usage form to include date and signature.
4. Review the form to make sure it is complete.
5. Advise the member of the \$20 deposit requirement (cash or check only) and fees for shop use and make sure they know the shop cannot handle large bills over \$20.
6. Once the form is completed, monitor signs the form and prints name.
7. Have the Shop Foreman approve the work by signing the form.
8. Place the signed work form in the appropriate day's file
9. On the day the work is to be completed collect the required amount (cash or check only) for work and \$20 for cleanup deposit. Paper clip the deposit to the form and place the form in the day folder and the shop fees in a shop envelope marked "Shop Fees" and place the envelope in the lock box.
10. Let the Shop Foreman know the member is ready to come in and the Shop Foreman will take it from there.
11. If for some reason the work was not completed on the day scheduled, place the form and money paid in the folder for the next day and inform the Shop Foreman.
12. Refund the \$20 when the member is finished and the Floor Monitor or Shop Foreman has verified that the area has been cleaned.

Floor Monitor General Duties

- The primary job of the Floor Monitor is SAFETY.
- The floor monitor should be aware of all work going on in the work areas and monitor members for compliance of safety requirements; wearing safety glasses, proper foot wear, safety shields and noise protection as appropriate.
- Tours: Conduct tours for guests, using the information at Appendix B. Give the person(s) safety glasses and accompany them in the shop area if going into the work area. Stay within the Yellow lines. Visitors should not touch cars in the shop. Open shoes/sandals may only be worn in the center area on tours.
- Perform all the desk monitor functions in the absence of a desk monitor.
- Watch for proper footwear (no sandals for working members, but ok for people on a tour), proper eyewear for all members working.
- Help move cars around as directed by the Shop Foreman.
- Clean used Safety Glasses each afternoon or when needed.
- Make sure a fire extinguisher is present whenever members are working on fuel systems.
- Know about welding and upholstery options available to members.
- Add items to the bulletin board as needed.
- Be familiar with where shop equipment and tools are located. Know what is in the locked tool cabinet that the Foreman controls.
- Help sign up members for sponsored ARC events.
- Advise members of oil change procedures (making sure they take used oil out of the shop)
- Advise members on the proper cleanup of work spaces when they are finished with their work. Be sure the tools are put away and no parts or tools remain lying on the shop floor.
- Advise the Desk Monitor if work space is clean, so deposit can be refunded.
- Accidents:
Any accident or injury must be noted on an ARC form CR-20-5 equivalent. These are located at the monitor's station in the file cabinet, top file. These must be filled out as completely as possible as soon as possible by the foreman or monitor and persons involved. A witness is encouraged. A club officer will fill out a Recreation Center form from the information provided.

Any accidents or health concerns where the person is unconscious must have one of the Monitors dial 911 and give the location to the operator; 19803 West R.H. Johnson B-2. Have one or two people step outside on opposite sides of the building to help direct the First Responders. If a fire occurs, the monitor must make everyone leave the building and assemble in the Courtyard nearest Meeker Street. Small fires may be extinguished with a fire blanket or fire extinguisher using the P.A.S.S. method: Pull the pin, Aim the extinguisher, Squeeze the trigger, and Sweep from side to side at the base of the fire.

FAQ's

What does ARC stand for? Automotive Restoration Club. Note that we are not restricted to only working on automobiles. Members can restore almost anything such as golf carts, boats, RVs and motorcycles. We are a SCW Chartered Club as of Nov 2011.

What is your mission and purpose? We work with charities to raise money and encourage youth to further the love for the past. Make-A-Wish, American Cancer Society, local schools, SCW Firefighters Charities are some of the charities we work with.

Is this a club for men only? And do you have to own a classic car? No. We have many women (15%) who are active members including some with their own classic cars. Many of our members do not have classic cars currently, but still have a love for the automobile and being around others who enjoy the hobby.

Who can work on vehicles? Members may work on their own vehicles, immediate family member's vehicles or other member's vehicles. We do not allow non-members to work in the shop. We do not work on general public vehicles nor compete with local repair shops. No member may conduct a business using ARC assets..

Do you have to be a resident of SCW with a valid Recreation Center Card to use the building? Yes, you must be a member in good standing with a current valid Recreation Center card to become a member.

Do you have an associate membership for non-SCW residents? No. Only SCW residents may join this Chartered Club. This is a RCSCW and ARC policy.

How is work scheduled? Members may schedule shop space and shop equipment as available. The fees must be paid prior to using the space/equipment on day scheduled. See fee schedule.

What is the cost to work in the shop? There is a fee schedule at the monitor's desk for hourly, daily and weekly fees as well as the \$20 cleanup deposit. That includes lifts, and bays for vehicles. There will also be a "free" space for walk-in minor repairs or work.

May we suggest local businesses? Our ARC Angels may be able to help with recommendations for shops and services. Contact Randy Robinson or Dan Kuhl (see below) to discuss your individual situations. Members may also give their recommendations of businesses they have worked with personally.

Safety Equipment/Duties

- **First Aid Box at monitor's station (make sure it is fully supplied)**
- **Safety eyeglasses (side shields and full-face shields may be purchased at monitor's station)**
- **Ear protection for noise (ear plugs & earmuffs may be purchased at monitor's station)**
- **Fire extinguishers (six with one at each man door)**
- **AED at men's bathroom on the wall behind monitor's desk Note: alarm will sound when box is opened.**
- **Eye Wash Stations are located just past drinking fountains and hand wash sink and in the Paint Booth area.**
- **Body Fluids Disposal Kit is located behind the monitor's desk. Use this for blood or vomit on the floor or tools, only if First Responders do not clean the area. Document when this kit is used by notifying the current Director of Safety See Appendix D (Contact List)**

APPENDIX A: Opening and Closing Checklist

APPENDIX B Tour Guide

APPENDIX C: Contact List