

General Rules

LÖV workshops

1. On arrival, say hello to the Key Member so that they know how many people are on the premises.
2. Please store your ongoing project /private tools /finished work in your allocated storage box. Nothing should be left lying around when you are not here.
3. Everything stored at LÖV must be labeled with name, phone number and date! If it's not labeled you will lose it.
4. Put away all borrowed tools in their allocated space. If you don't know where that is, ask someone OR drop them off in the 'Orphan' box which is clearly labeled.
5. Always keep a set of tools together IE do not take one tool, for example one hex key, from a set and walk away with it. Take the whole set with you and return the whole set when you are done.
6. If you wish to donate any materials to LÖV, please check with a Key Member first!
7. If anything breaks or malfunctions please inform a Key Member.
8. If you used the last of any consumable please inform a Key Member
9. If using strong solvents /glues please check with a Key Member regarding where you can use them within the workshop.
10. Before leaving the premises, clear away everything from your work space.
11. Wipe or sweep clean all the table surfaces you have used.
12. Please throw /recycle any trash you have in the appropriate containers that are clearly labelled around the workshops.
13. When leaving, say goodbye to the Key Member so that they know you've left.

3D printer workshop guidelines

1. If you wish to use the 3D printer for the first time, please contact a Key Member for basic user instructions.
2. Use only PLA in the printers.
3. Please be respectful and aware of the time it takes to print items. Don't start more than one long print at the time and make sure that it's finished before the next open day. If in doubt talk to the Key Member to discuss printing options.
4. Be careful when changing the filament and **MAKE SURE IT DOES NOT UNWIND**. Fasten the filament in the roll! Ask a Key Member for help if you are unsure!

Ceramics workshop guidelines

1. Use only the clay and glazes available to buy from LÖV. If you have a particular clay or glaze you wish to bring into the workshop please discuss with a Key Member first or ask in the Facebook group.
2. Use only clays that are fired at a temperature of 1200°C or above!
3. All kiln firings are handled by the authorized members only!
4. Please place your work that is ready to be fired on the appropriate shelf which is clearly labelled bisque/glaze. Only put things that are to be fired here!
5. Please clean all tools after use and put them back where they belong.
6. Please wipe all surfaces after use, do not leave any clay residues since it may contaminate other clay.
7. This price of clay includes glazes and firing. We order large batches and if you want to order something special please talk to a Key Member.
8. Never throw old clay or plaster into the sink. Please recycle/ throw in the appropriate bins.

Laser cutter workshop guidelines

1. If you wish to use the Laser cutter for the first time, please ask a Key Member for basic user instructions.
2. Some materials may cause severe damages to the machine and your health. Please make sure your materials are laser safe before using the laser cutter. If unsure, please check with a Key Member.
3. Never leave the Laser cutter unattended when running.
4. Report any issues to a Key Member.

Sewing workshop guidelines

1. Only use the fabric scissors for fabric. The scissor is labelled with a white fabric ribbon.
2. Always use a cutting mat or board. Do not cut directly on the work surfaces.
3. If you wish to use the Overlock or Industrial machine, contact a Key Member for a basic instructions.

Wood workshop guidelines

1. Do not leave large wood pieces in the workshop.
2. The shelf in the wood workshop is for projects and not for materials.
3. Please vacuum or sweep the machines and the floor after you have finished.

Thank you for following the rules and helping LÖV to be a happy and healthy environment for all!