Repair Café Fixer Information Sheet

Thank you so much for your willingness to help out with Addison County’s first Repair Café! Addison County Solid Waste Management District (ACSWMD) is so grateful for your volunteer efforts. The purpose of this form is to give you more details about the event and answer questions you may have about Repair Cafés. Please contact Sarah Lundquist at 802-388-2333 or sarah@acswmd.org with any additional questions, concerns, or ideas.

Event date: Saturday, June 16, 2018

Event location: Middlebury Union High School Cafeteria  
73 Charles Ave.  
Middlebury, VT 05753

Doors will open to volunteers at 8:30am. We will have a brief orientation meeting at 9am; we ask that you are set up and ready before the meeting begins.

Doors will be open to participants from 9:30am – 1:30pm.

Volunteers are expected to stay through the entire event (until 1:30pm).

Here’s what you need to know:

1. Food and drinks will be provided! Snacks will be available to participants, and we will provide lunch for volunteers.
2. We will have a registration table located near the entrance, where participants will check in. There, participants will be given the House Rules form. The House Rules contain a liability waiver that each participant will be required to sign, absolving you (as the “fixpert”) of liability for attempted and completed repairs. You will also need to sign a waiver to acknowledge your voluntary status at the event (attached).
3. Fixers will be seated at tables categorized by repair type. After the participant has checked in and signed the House Rules form, staff at the registration table will direct them to the appropriate table based on the type of repair they need.
4. At the beginning of the event, you will be given Repair Information Forms to keep with you at your table. Give one of these forms to each participant you work with and help them complete it. Keep completed Repair Information Forms at the table with you. When the event is over, staff will collect the Repair Information Forms from you.
5. Participants should only bring one item at a time for you to work on. If they bring multiple items and there is a line at your table, direct them to the end of the line for their next item. Participants have been informed that we reserve the right to limit the number of items we fix for each person.

6. You decide which tools to bring and which materials you are willing to supply. Personal tools and equipment will not be used by others without your permission. If you don’t have the tools or materials needed to perform some repair projects, or are uncomfortable using your personal inventory, please let us know immediately and we will do our best to accommodate your needs.

7. ACSWMD will contribute a limited supply of materials for the event. Participants are responsible for purchasing any additional parts or materials needed for repairs. If there is a specific item or part you think would be useful for us to supply, let us know.

8. There are limits to what we can attempt to fix during this event. If you anticipate that a project will be very time consuming, it is appropriate to tell the person that it is beyond the scope of the event. You are not obligated to begin—or finish—a difficult or long repair. If you take something apart, you are not obligated to put it back together. Participants have been warned that they may need to take disassembled items home.

9. If a project will take too long or needs special equipment, we’ll have a Repair Café Homework Sheet for you to complete with the participant. Participants will keep their completed Homework Sheets. On the sheet, you may offer basic information about pre-work, a list of needed supplies, or instructions on how to finish a repair. You can also note helpful resources (e.g. YouTube videos). If the repair is far beyond the scope of the event, please try to refer participants to someone who can finish the job, or to an end user who will take the object as-is for reuse, recycling or disposal. Questions about proper recycling and disposal can be directed to ACSWMD.

10. Safety is the #1 concern. Please employ all reasonable safety precautions. At this event we are modeling good behavior to budding do-it-yourselfers and children, so even if you feel confident without typical safety precautions, please employ them anyway. See the Working Safely in the Repair Café sheet for detailed safety tips.

11. If you have a repair-related business, you are welcome to provide business cards at your table. There will also be a display area to post/provide information about your business and other repair services you are aware of.

Please arrive at the Middlebury Union High School Cafeteria between 8:30am and 8:50am on Saturday, June 16. We will have a brief orientation meeting at 9am before doors open to the public; please arrive early enough to ensure you are set up and ready before the meeting begins. Doors will be open to participants between 9:30am and 1:30pm. After the event concludes, you are free to leave once your work area is cleaned up and you have returned the completed Repair Information Forms to ACSWMD staff.

Thanks again for your time and service! We look forward to working with you at ACSWMD’s Repair Café!

Addison County Solid Waste Management District
1223 Rte. 7 S, Middlebury, VT 05753
802-388-2333
AddisonCountyRecycles.org

Repair Café
Toss it? No way!
Working Safely in the Repair Café

- **Lighting**: The right amount of light makes for a safe and comfortable working place, allowing people to clearly see what they’re doing. Please let ACSWMD staff know if you feel the lighting is insufficient at your workspace, and we will do our best to accommodate. Feel free to bring a desk lamp for yourself if you feel you will need extra lighting.

- **Clean floor**: A clean and non-slippery floor is of the utmost importance. Clear away any tools directly after use. In case of sawing or filing: Immediately clean up any shavings or sawdust in order to avoid people slipping or stumbling.

- **Extension cords**: Make sure all cords are out of the walkway, and/or covered with mats or tape to prevent tripping hazards.

- **First-aid kits**: ACSWMD will supply first aid kits at the event. Let a staff member know if you or a participant at your table needs one.

- **Open fire**: Never work with or in the vicinity of an open fire.

- **Table**: A stable table is of the utmost importance! The tabletop needs to be clean, flat, and large enough to meet your repair needs. ACSWMD will also provide protective mats for each table to prevent scratches and marks. Let ACSWMD staff know if your table is unsafe.

- **Emergency exits**: Make sure to locate emergency exits upon arrival. Do not store tools or personal belongings in front of exits; always make sure exits are kept clear.

- **Tools**: Please make sure any tools you bring are safe and in working order.

- **Storage**: Store tools correctly after use. Loose tools could form an obstacle in case of an emergency! In addition, it’s far easier to work with tools that are easy to find because they’re in their set place.

- **Hot appliances**: Be careful with tools and appliances that generate and/or retain heat, such as soldering irons or toasters. Never leave these tools and appliances unattended.

- **Use common sense**: Before you reach for your screwdriver, think! Is it really necessary to dismantle the whole appliance, or could the power cord be damaged; or might the hose of the vacuum cleaner simply be blocked?

- **When in doubt, don’t!** If you question the safety of an appliance: stay away from it. You can always ask for assistance from another volunteer, who may have more experience. Whenever you suspect that the use of an appliance might be unsafe you should clearly explain this to its user.

- **Ask for assistance**: Never hesitate to ask for help when you can’t handle something on your own. Don’t grip any objects between your knees or chin and shoulder; ask someone to hold it for you.
• **Dangerous appliances**: It's better to avoid some appliances, such as old style CRT-television sets and micro-wave ovens. Even unplugged, these appliances may retain extremely high levels of electric power.

• **Power plugs**: Only consider repairs on an electric appliance when the power cords and plugs are in good order.

• **Unplug it**: Always make sure appliances are disconnected from their power supply before you start tinkering with them.

• **Testing**: Keep a safe distance when testing an appliance for the first time after repairs.

• **Skin protection**: Avoid any skin contact with dangerous substances, including aggressive types of glue. If necessary, use protective gloves.
Waiver Form for Volunteers

I have read and understand the Repair Café Fixer Information Sheet and Working Safely in the Repair Café. I acknowledge that my participation at this event is voluntary, and neither ACSWMD nor the host site are liable for any loss or personal injury that may result from repair activity, advice or instructions concerning repairs, for the loss of items handed over for repair, for indirect or consequential loss, or for any other kind of loss resulting from work performed in the Repair Café on June 16, 2018. The limitations set forth in this waiver shall not apply to claims declared justified on the basis of liability arising by virtue of applicable consumer protection legislation which cannot be lawfully superseded.

Please check one:

☐ I authorize ACSWMD to print, publish, or reproduce (in all forms and media, for any and all purposes including publication and advertising of every description) any photograph taken of me or my minor child during the Repair Café held on June 16, 2018.

☐ I do not authorize ACSWMD to use my photograph for any reason.

Name: ____________________________________________

Signature: _______________________________ Date: _________________