

OPERATING PROCEDURES USAF ACADEMY AUTO HOBBY SHOP

1. This letter is presented to familiarize you with the Auto Hobby Shop, and its operating procedures. It is presented to ensure your safety and proper use of the tools, and equipment, IAW AFI 34-111.
2. After reading the instructions, you will be issued an Auto Shop Qualification Card (USAF Form O-1451), which will authorize you to use the shop. **It is very important that you bring your SHOP CARD and your DOD ID card each time you visit. Cards from other installations will not be honored here.**
3. The Auto Hobby Shop is part of the Arts and Crafts Section. The Auto Hobby Shop Manager is Mr. Rito Paul Sarmiento. His assistants are: Mr. Steve Parker, Mr. Barry Zile, Mr. Rich Meyer, Mr. Ricardo Monforte and, Ms. Toni Lewis
4. If you are satisfied with our service or have a suggestion please let us know.

Mr. Rito Paul Sarmiento
Manager
Auto Hobby Shop

SHOP POLICIES & PROCEDURES

- 1) **INSTRUCTION:** The shop policy and procedures are posted throughout the facility. It is **your** responsibility to know and comply with them. Please ask if you do not understand something.
- 2) The shop is available to all active duty military, their dependents, retired military personnel, and DOD civilians. **Guests of participants are authorized, provided they are a minimum age of 14, are accompanied by a responsible adult, have read the rules and regulations posted, and show their ID. Parents are required to stay with minors at ALL TIMES and are responsible for ensuring their safety.**
- 3) Minors 10 years of age or older may be left unattended in the lobby area for no more than 1 hour.
 - a) Minors left unattended must be mature enough as to behave in a way that does not disrupt operations or become a safety hazard.
 - b) If at any time, shop personnel feel that the child is being disruptive, the parent will be notified and the child **MUST be REMOVED** immediately.
 - c) If child needs to use the restroom, parent will be notified and **MUST ACCOMPANY** child to and from the restroom. This is a safety issue due to the fact that the restrooms are located within the Lube Stall Work area.
- 4) The “Shop” area is defined as any area within work stalls #1 through #14 and Lube Stalls L1 through L3. The “Lobby” area is defined as the counter/customer area between the Work Stalls and the Lube Stalls where the couches and table are located.
- 5) The following applies when there are patrons waiting for a work stall:
 - a) Patrons will be accommodated on a first-come, first served basis, according to the type of work to be accomplished (oil stall, flat stall, and lift stall). A list of names will be kept on a waiting list.
- 6) The shop will operate only when qualified staff is on duty and only during advertised hours of operation.
- 7) No device will be added to vehicles or alterations made on the body, motor, suspension or frame, which is in violation of Air Force Academy regulations or that of the State of Colorado.
- 8) Customers may not use the Auto Hobby Shop, its tools or equipment, or provide services for monetary gain.
- 9) Customers will report to the shop supervisor any breakage or malfunction of shop equipment.
- 10) Customers will immediately report injuries of any sort to a shop employee.

- 11) Each person using the shop is expected to do his or her own work. **Auto Hobby Shop employees will NOT repair your vehicle. They can give advice, consultation and instruction.**
- 12) Customers are expected to know, and comply with all posted rules.
- 13) Obtain assistance and instruction in the proper use of tools and equipment. If you don't know how a piece of equipment works, please ask an Auto Hobby Shop employee.
- 14) Customers will clean their work area prior to leaving. No oil, grease, or other trash will be left in the stall. Use the soap buckets, rinse stall down with water hoses, and squeegee off water.
- 15) Approval to leave in-progress projects in stall must be obtained in advance. Over night storage fee will be imposed for \$1.00 per night.
- 16) Customers will be accountable for all tools checked out. Loss or damage to tools issued, caused by misuse, will result in customers paying for tools, revocation of shop qualification card, or both.
- 17) All personal property (tools, clothing, etc.) brought into the shop will be the responsibility of the patron.
- 18) **Wear clothes, which meet standards of decency and safety:**
 - a) **No open toe shoes (flip-flops or sandals) are allowed.**
 - b) **Shirts are required (NO tank tops or cutoff shirts).**
- 19) Shop customers will sign an AF Form 1047, Vehicle Storage request, for vehicles staying in the shop for more than one working day.
- 20) Only those areas designated by the staff will be used for vehicle storage (areas will be kept neat and orderly).
- 21) There is **no authorized** work area outside the Auto Hobby Shop; therefore, tools will only be issued to customers working inside the shop (this is an OSHA regulation).
- 22) **Customers will count their chips when they sign in. IMPORTANT!**
(3 chips for Lube Stalls and 10 chips for work stalls)
- 23) Tool issue: Tools and equipment will be traded for chips on a one-to-one basis. When the patrons have completed their project, all tools must be cleaned prior to turning in.
- 24) **All tools will be turned in and clean up will begin 30 minutes before official closing time. Patrons will be responsible for assuring that any project they begin can be completed 30 minutes before closing.**
- 25) **All shop fees must be paid ½ hour prior to closing.**
- 26) **You must be signed into Oil Stalls at least 1 hour prior to the official shop closing time.**

- 27) Customers may be denied use of the Auto Hobby Shop 60-90 minutes before closing time. Auto Hobby Shop employees will make final determination based on the type of work required.
- 28) **A \$1.00 per minute fee will be assessed for any work or business conducted after the Auto Hobby Shop has officially closed.**
- 29) The tool room, supply room, management office and Employee break room are off-limits to patrons.
- 30) No bodywork, painting or undercoating of any kind is allowed in the Auto Hobby Shop.
- 31) Failure to comply with shop rules, policies, and procedures may result in the loss of shop privileges.
- 32) No overnight parking except in secure parking area.
- 33) **Privately owned vehicles left overnight in parking lot in front of building 4562 are subject to immediate removal or ticketing by Security Forces.**
- 34) Hazardous Waste Requirements:
 - a) **DO NOT pour any hazardous materials or waste down the drain (including paints, solvents, alcohol, etc.).**
 - b) **DO NOT throw away rags contaminated with solvents, oil, and heavy metals. (The Auto Hobby Shop has a contract to launder contaminated rags – red bin by bay 1 of the work stalls).**
- 35) Miscellaneous:
 - a.) Trash dumpster is located in the rear parking area in the back of the shop. **Tires, batteries and other hazardous waste must be turned into the base Recycling Center.**
 - b.) Waste oil drain is located in oil/lube stalls. You may **only** dispose of oil from the vehicle that you are working on at the Auto Hobby Shop. Any other oil you wish to dispose of must be taken to the base Recycling Center.
 - c.) Engine-rebuild stalls: Shop employees will explain procedures for use.
 - d.) Restrictions on use: Certain pieces of equipment such as front end alignment, brake lathe, and valve grinder **will only** be operated by **Auto Shop employees**.
 - e.) Safety goggles are required for drills, grinders, welding, and soldering.
 - f.) Safety for grinders- tool rest 1/8” from stone face max. Goggles are required. Patrons will not adjust tool rest. No brass or aluminum can be ground.
 - g.) If in doubt, ask shop personnel on procedures, policies, location of air, vices, drains, trouble lights, jacks, water fountain, and latrines.

- h.) **Secured parking is in the rear of bldg, 4562 will NOT be used for long-term storage. Cost is \$2.00 per day or \$50 a month. The secured parking area is provided for customers changing out engine, transmission, etc.**
- i.) **Take extra precaution when raising lube-stall lifts 2 and 3 due to low hanging ceiling pipes.**
- j.) **PLEASE NOTE: The Auto Hobby Shop, its employees, as well as the United States Air Force Academy are EXEMPT from any responsibility for damages to you, your vehicle and any guests you may have, while using these facilities.**
- k.) I have read and understand the USAF Academy Auto Hobby Shop operating procedures.
- l.) Please proceed to the counter to take a quiz and sign the log book stating you have read and understand these rules and regulations and agree to comply.

UPDATED: May 2, 2019