



Where people come to make things  
and help others make things  
in a 24/7 workspace

## Tour Talking Points

**YOU have the right to refuse to give a  
tour to anybody or to require Masks.  
Or stop the tour anytime you feel  
unsafe.**

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## *Forward*

*Thank you for giving the tour. It is an amazing contribution that goes a long way to keeping ACE healthy and sustainable.*

*Everyone who gives the tour finds their own cadence for delivering information. Also each tour group may be a little different. Find the right balance that works for you yet sets good and accurate expectations with prospective members.*

# Introductions

## Personal intro

- Say who you are and that you are tonight's host
  - How long you have been with the org
  - Title if any
- Thing you like to do/make here

## Org Intro

### *Optional*

- *Formerly Ace Monster Toys (AMT)*
- *11 years old*
- *Member supported 501c3*
- *Volunteer Run*
  - *So when you ask somebody to do something for you here treat them like you are asking a personal favor... cause you are*
- *ACE only works because everybody contributes.*

## Tour Intro

- Vaccination Verification
  - People can show you their paperwork but it must match their name and general age
  - OR they can show you their Guest Membership Activation email on their phone
  - You can require masks or be masks optional after **Mar 1, 2022**
  - Ace is committed to operating the space in the safest way possible. This includes Covid
    - As of 8/1/21 everyone is expected to wear masks while in Ace Space
    - As of 8/1/21 Vaccination required
    - As of 3/1/22 Vaccination required with proof and masks are optional
    - We have check in stations for members! Very important for contact tracing
- Explain this tour will be a walk and talk
  - We have organized our space by tools, areas, and programs (TAPs) spread across 6 distinct workspaces.
    - Laser cutting
    - CoWorking, Textiles
    - Electronics, 3D Printing
    - Workshops Front and Back
    - Metal and Project Storage
- Explain that it is an introduction and not a deep dive on any area
  - Great class every month on how to get the most out your membership called New Member Workshop
  - This is not orientation! That is the New Member Workshop!
- Question are great and we will do our best but if they still have questions email [info@acemakerspace.org](mailto:info@acemakerspace.org) OR GIVE THEM BUSINESS CARDS OR OTHER HANDOUTS.

# Co-Working, Textiles, and Oakland Community PPE

## Suite 206

- Is a multi-purpose space that is reconfigured based on how people want to use it
  - Textiles
  - Coworking
  - Classroom
  - Lounge
- Expect “cafe” like atmosphere when it comes to sound including the HVAC system running. If you need absolute quiet this is not the place for you.
- Bright natural light
- Basic member Storage - Tagged (included in membership)
- Chill shared environment
- 9 hot desks
- 1 Rentable Dedicated Desk
- Good WiFi
- Basic office equipment
- Honor bar with snacks and drinks
- Ceiling mounted projector
- Sleeping... no!
  - Disco nap = 45 min. Or less
  - Anything more than disco get a Lyft and go home

## Textiles

- Rollout workstations with power drops and core tools
- Multiple classes per month and open sew social times
- 6 Brand new Janome HD-3000 sewing machines
- Juki 735 5-thread Coverstitch serger
- Pfaff 145 Walk foot machine
- Straight stitch machines (3)
- Full complement of tools
- Cutting mats
- Extra large cutting tables
- Thread and basic fabrics
- Random awesome notions
- Leatherworking Tools
- Regular Sewing 101 and project based classes

# Laser

## Suite 113

- 100 Watt CO2 Infrared Laser
- 1300mm by 900mm laser bed
- Membership, regular classes and training - REQUIRED FOR USE
- Low cost at 50¢ a min. (firing time)
- Pack out your trash
- Basic member Storage - Tagged (included in membership)
  - Explain all untagged materials in the bins are fair use
- Suitable for cutting wood, fabric, acrylic, leather, etc.
- Suitable for etching aluminum, some other metals and some glass

# Storage

- Bike Storage
- Basic Member Storage (included in membership)
  - Explain how red and blue tags work (2 weeks only, or extensions)
    - Dibs if you covet things
    - We won't call you
- Limited large project storage
  - You can keep projects here but not tools, supplies or obtainium.
- Flex Space for glues ups and larger projects
- Lockers for \$5 per month

# Metal Working

- Amazing upgrades so far
- Regular classes for basics, lathe and soon mill
- Little Machine Shop HiTorque Mini Mill
- Jet 9x20 Metal Cutting Lathe
- Metal band saws

# Clean Fabrication

Suite 214 upstairs

General amenities include:

- Printer Desk
- Office Supplies, printer
- Honor Bar
- Large work surface
- Great place for painting and other art projects

## Electronics

- Open Lab 1x per month
- 3 Complete workstations
- Digital Oscilloscope
- DC Power Supply
- Microscope
- Parts Bins & Consumables
  - Explain the empty a bin / fill a bin policy that is true throughout much of the space
  - Show the code on the shelves

## 3D Printing

- Open Lab 1x per month
- Prusa i3 x2
- Simplify 3D
- Filament currently free

## Wide format printer

- One of two machines at Ace with a fee
- \$1 per square foot, honor system, pay online
- Epson 9880 photo printer
- 44 inch wide printer
- Steward needed

# Workshops

## Front

- Jointer, planer, table saw, router, drill press band saw
- Point out info packs on big tools
- Small scrap storage on wheels
- Point out fire-safe storage of flammable stuff
  - Emphasize improper storage of hazardous material is the way to get the boot
- Point out safety gear and first aid
- Explain pack it out policy and point to free garbage bags
- Anything that can hurt you requires certification (see FAQ for more details)

## Back

- Miter Saw, Sanding station, Lathe
- Horizontal and Sheet good storage
- Point out the last two bins in sheet good storage is paid storage

## CNC Router

- Custom built router
- Must take our class
  - Class includes file preparation and machine use



# General Information

## Social Contract

- No tolerance for big bigotries or violence
- Don't be a jerk = transparency and respect
  - Respect = Respect yourself, others and the space
  - Transparency = Say what you are going to do, do what you say, and when it changes say that too.
    - Okay to ask about safety
      - Story: Tell story of seeing somebody using power tool and asking about safety glasses
    - No 'Splaining rule
      - Tell story of excited subject matter expert asking permission before sharing info with another member
- Emphasize coming to ACE Member Orientation to learn the technical and soft skills to have the best experience in the ACE Community

## Membership

### Contribution expectations - ALL MEMBERS

- Pay dues on time
- Complete a monthly task, be a steward, or be on a stewardship team

### Privileges

- 24/7 Access
- Unlimited guest privileges (SUSPENDED DURING COVID)
  - MUST sign a release of liability
  - Scenario 1: A teacher can host a group of students to tutor
  - Scenario 2: Hold a meeting or workgroup with friends
  - Scenario 3: Bring your SO when you work
  - Minors must be accompanied by an adult at all times
  - Social Contract applies to your guests' behavior as if they were you

### Rates

- \$120 Premium
- \$95 Standard (this is where we just barely break even on rent, insurance and payroll)
- \$70 Starving (requires application process)
- \$45 Scholarship (requires application process)
- Monster Corps volunteers get access to do their volunteer jobs.
- Scholarships
  - Class scholarships available on a limited basis

## ACE Mission

Promoting and encouraging technical, scientific and artistic skills through social collaboration, education, and individual projects.

- Roughly ACE serves 215 members (160 active at any one time and growing)
- ACE Members host an estimated 450 guests a year
- ACE offers 385 classes a year
- 870 people from the public attend our classes per year
- We give 80+ class scholarships
- We provide 35 subsidized memberships

## FAQ

### Joining ACE

Q: How do I join?

A: Join online

Q: How do I get a fob?

A: Buy a fob now OR come next week at the tour to pick one up. You can make an appointment to pick one up by check the wiki for instructions and using the link.

Q: How long does it take to sign up?

A: If you fill out all the steps? About 24 hours depending on class availability

### Storage

Q: Where can I store things?

A: You can only store your projects / materials in the designated areas. If you need to let something big dry overnight, work with the steward to find a good place for very short-term storage. Always let people know if you have to leave something out. (Slack message AND a note on the project). It is considered good form to let people know *before* you do it, not after. And mind the event and class schedules please.

Q: Can I rent dedicated storage?

Y: Yes

### Classes

Q: I need a class but don't see it on the calendar. How can I request a class?

A: See the wiki for how to request a class. What we offer is based on instructor availability and interest. Mostly you need to do the cat herding to guarantee 3 students to get a instructor engaged.

## Certification

Q: How to I get certified for a tool?

A: Attend a class or test out:

- Access classes every month
- We don't test out any more no matter how much experience you have.
- Most classes open to the public
- Priced to be affordable

## Guests

Q: Can I bring my 30 person circus team to ACE?

A: Yes but they must have a completed Guest Account for every person.

## Pets and Children

Q: Can I bring in my child?

A: Yes if they can be vaccinated.. But use common sense. This is an industrial environment that is not suited to very young children. Toddlers and babies must be in your control at all times. You must be with all of your minor guests at all times. You must sign a release of liability for all minor guests.