



# Auto Shop Rules

1. All patrons must show proper I.D. before using the shop.
2. This is a self-help/do it yourself area. Auto shop personnel are available to give technical assistance only on maintenance procedures.
3. All vehicles must be signed in utilizing the proper forms with required information prior to using the shop.
4. Obey all signs and instructions posted in the shop area.
5. Bay service charge and fees for service are posted.
6. Dependents under the age of sixteen (16) are not allowed in the maintenance area of the shop.
7. All work **must** be completed and tools turned in by 1830 hrs (6:30 p.m.) Tuesday through Friday and by 1530 hrs (3:30 p.m.) on Saturdays.
8. No work will be done in the parking lot.
9. All work stalls are available on a first-come first-serve basis.
10. Major overhauls require the use of an engine cage or the restoration booth located in the rear of the main shop. No major overhaul work will be done unless one of these areas is available.
11. All patrons must clean their work areas and have them checked by shop personnel prior to leaving.
12. Under no circumstances will any oil filters, fuel filters, transmission filters, or shop rags be thrown into the trash cans. Filters must be disposed of properly. Shop rags must be recycled. **CAUTION: FUEL THAT REMAINS IN THE FUEL FILTER MUST BE Poured BACK INTO THE GAS TANK OF THE VEHICLE.**
13. All patrons must wear tennis shoes or better (boots, safety shoes, etc.) **Sandals, flip-flops, water, or any open toe shoes are not allowed in the shop.**
14. All patrons must wear shirts.
15. For your safety, all jewelry must be removed before working on electrical components and is recommended to be removed for all maintenance.
16. **All personal protective equipment must be utilized when operating equipment. If unsure, ask for assistance.**

This is your auto hobby shop. Please do your part to maintain it. If you have comments or suggestions for the shop, please notify shop personnel, complete a Customer Comment Card, or contact the Arts and Crafts Supervisor, at 953-6426.