

LHE Revised Wood Working Shop Procedure

Effective on July 20, 2022

After a review of our current Wood Working shop procedure, the LHE BOD has approved the following revised procedures listed below:

1. The Wood Working Shop committee will issue keys to the residents who are doing volunteer work in the community and who will be using the tools for that job.
2. A list of residents with keys will be posted so that residents who want to use tools from the wood working shop can contact someone on that list to have them open the shop for them.
3. Any tool(s) or other item(s) borrowed by a resident will be inspected before releasing them and will have the borrower sign out the tool(s) or item(s). When ready to return what was borrowed, call someone with the wood working shop key to arrange a time to meet there. The tool(s) or item(s) will be signed back in when returned and will be inspected again upon return. If there is any damage, the resident will be responsible for paying for a new or repaired tool or other item that was checked out.

LHE Board of Directors