Welcome to the lab! We’re so happy you found us. During orientation we will gather some information to complete your file, take a brief tour to point out safety equipment, exits, and other important areas of the lab, and finally, answer all of your questions.

IMPORTANT INFO

[apps.txrxlabs.org/me](apps.txrxlabs.org/me)

- Fill out all paperwork

**Wifi Password:** Changes daily, posted on monitor in lobby

**Email:** info@txrxlabs.org

**Phone:** 281-868-8979

**Hours:** Monday 12pm - 6pm | Tuesday - Friday 10am - 6pm | Saturday & Sunday: Closed

ORIENTATION NOTES

Using Tools & Equipment

- See attached Tool Access Infographic for details.

- Shop Availability
  
  **Hackers** have access 7 days a week to shop and lab areas
  
  Check calendar for classes or meetups - if there is something scheduled then that area will be closed for usage [https://apps.txrxlabs.org/event](https://apps.txrxlabs.org/event)

Using the Space

- RFID Cards
  
  - Your ID badge will permit you to enter any space that you are checked out to use
  
  - Do not enter a shop unless you are checked out
  
  - If you lose your card, a replacement can be purchased for $20

- Member Space vs Production Space
  
  - Areas labeled “Lab” are member spaces
  
  - Areas labeled “Fab” are TXRX production spaces and off limits to members
Consumables and Material Storage

- Members are responsible for bringing their own materials and consumables. For suggestions on where to buy materials go to apps.txrxlabs.org/map for our suggested supplier map, or ask a staff member for suggestions.
- Before leaving any projects or materials in any common area of the lab overnight or longer, members should get specific authorization from a shop manager.
- Materials left must be clearly grouped or bundled together, marked with name and contact phone number.
- For items left in storage after the appropriate time period, we will try to contact you. Please keep your contact form up to date. If we cannot contact you, items will be considered abandoned and will become property of the lab.
- Clean up after yourself - throwaway scraps, put tools in their designated places, return tools to their default condition (ex. replace guards on table saw), and shop vac area / sweep as needed.
- Memberships are not set up for extraordinary usage by individuals. If doing extensive work on a machine (using up a spool of welding wire, using up most of the sandblaster media etc), please replace or throw in a few bucks for replacements. This is also important so we don't run out of consumables if there's a sudden surge in usage.

Usage of the Lab and Tools

- Projects worked on at the lab must be for non-profit purposes - open source, research & development, personal enrichment or community based. Prototyping is ok, but not manufacturing.
- For producing / manufacturing things that will be sold commercial work, for corporation, on contract, etc, that work can be done under the Maker (for-profit) membership level. Email info@txrxlabs.org to discuss your needs before signing up for the For-Profit level.

Involvement

- Meetups/Social
  - Attend meetups to get involved with different groups. Meetups are listed on the calendar. Our current regular meetups include the Houston VR meetup, the Robotics interest group, the Houston Renewable Energy Group, and the Houston Electric Vehicle Meetup.
  - Host your own meetup - must be free, open to the public, inline with our mission. Email info@txrxlabs.org to schedule meetups and reserve rooms.
  - Attend open house the 1st & 3rd Friday of the month at 7 pm to visit with community
  - You can also keep up with what's new at the lab by following us on Facebook, Instagram, or Twitter, and checking out the blog on our homepage.
  - To receive email updates, sign up for our newsletter.