

Activities and Ownership

Activity	Sub Activity	Description	Assignment
Storage	Project Storage	Manage project storage in the South Warehouse. Acquires and manages volunteers for managing storage. Coordinates with the largest user of space – Woodshop	Max Locke
	Personal Storage	Manages project storage (buckets) near 3D Fab and Blacksmithing. Acquires and manages volunteers for tracking storage. Manages setup and take down of buckets.	Yieu
	Paid Storage	Manage proposed paid storage in South Warehouse.	Max Locke
Vendor Management		Manages the main vendors of the space, including contracting. Manages temporary badge access.	Open (TBD) ¹
	Vendor Access	A hot list of people available to come to the facility to allow vendor access for maintenance.	Open (TBD) ¹
	Maintenance	Manages the maintenance of the facility – electrical, lighting, plumbing, small repairs	Open (TBD) ¹
Purchasing		Manages the inventory list, taking a monthly inventory, and purchasing the basic supplies of the facilities. Manages returns	Michelle
HVAC		Manages the health of the HVAC within the facility including vendor relations	Doug Cove
Compliance		Dealing with DMS compliance related issues: items like Fire Marshall, Lease Compliance, Parking, and City of Carrollton Items	Ian
Volunteer Management		Continuously solicits, acquires, and recognizes the Logistics volunteers who keep the place running	Vincent
	Side Quest Program	A special program to drive member engagement of small projects around the space – one off repairs, etc.	Open (TBD) ¹
Galley		Manages the cleaning and policing of the refrigerator and Freezer in the Galley	Megan
Beautification		Responsible for leading the teams for continuous beautification of the space – common room, bathrooms, murals, etc	Mark Reynolds

1: Currently assigned to Ian until these can be delegated or someone else takes them away from him.