

# Logistics Home

## Logistics Charter

*Charter approved by BoD 2019-09-08*

### Purpose

The Logistics Group performs operations and maintenance of common areas of the Dallas Makerspace, stocking common-use supplies and tools, operation of storage programs, and manages service contractors.

### Operations Officer General Charter

The Operations Officer shall be bound by the The Infrastructure Officer shall be bound by the [General Officer Charter](#).

### Governance

The Logistics Group is headed by the Operations Officer, who may appoint or dismiss members without cause. The Operations Officer shall record and publicly post the names of all members of the Logistics Group, noting changes in a timely fashion. The Logistics Group shall meet on an as-needed basis and report to the Board when requested by the Board.

### Operations

The Operations Officer may delegate functions of the Office of the Operations Officer to member(s) of the Logistics Group as they deem necessary.

### Responsibilities of the Office of the Operations Officer

1. Common Areas : Logistics Group operates as the "default committee" for areas not explicitly assigned to other committees as dedicated # work areas or storage
  - a. Workshop(s)
  - b. Hallways
  - c. Lobbies
  - d. Restrooms
  - e. Galley
  - f. Common Room
2. Common-use supplies/tools
  - a. Toiletries
  - b. Workshop tools
  - c. First aid
  - d. Safety
3. Member Storage
  - a. Personal / Project storage programs
  - b. Contingent storage outside of existing programs
4. Service Contractors
  - a. Housekeeping
  - b. Waste collection
5. Inventory management

### Finances

The Logistics Group shall have a monthly allocation specified by the Board of Directors. This shall be charged against the general fund; Logistics Group will retain no balance.

### General safety

A map of fire extinguisher and safety equipment locations is in the committee drive

Committees [Drive:/logistics/safety](#)

### Recent space activity

[Member Exchange Shelf](#)  
May 01, 2024 • updated by [Rich Osman](#) • [view change](#)  
[Logistics Files](#)  
Apr 16, 2024 • updated by [Julie Harris](#) • [view change](#)  
[HVAC Details](#)  
Oct 19, 2023 • updated by [Jay Phelps](#) • [view change](#)

### Space contributors

- [Rich Osman](#) (7 days ago)
- [Julie Harris](#) (21 days ago)
- [Jay Phelps](#) (202 days ago)
- [Mark Reynolds](#) (301 days ago)
- [Andrew Spencer](#) (307 days ago)
- ...

[Towing of Vehicles](#)

Jul 25, 2023 • updated by [Jay Phelps](#) • [view change](#)

[Space Paint](#)

Jul 11, 2023 • updated by [Mark Reynolds](#) • [view change](#)