

## Purgatory box Policy

### Purpose:

This document will layout the rules regarding material and tool management within the space. It will also outline how Saskatoon Techworks(Techworks) will deal with unclaimed material and tools

### General:

If material or tools are found unattended and out of place in Techworks, a member shall follow these steps:

1. If the material or tool is the property of or on loan to Techworks, then it has a storage spot. Return to appropriate spot.
2. If the material or tool is labeled with a members name, then an effort should be made to return it to that member.
  - a. If the member responds then they are responsible for removing their item
  - b. If the member is unreachable, place item in purgatory box
3. If the material or tool is unlabeled then place item in purgatory box
4. If a member recognizes a tool or material in the purgatory box that belongs to Techworks or another member they may remove it and return it to its rightful owner.

### Purgatory box:

At the end of every regularly scheduled general meeting the membership and a board member will go through the purgatory box and evaluate each item in the following order:

1. Determine if the item is already the property of Techworks
  - a. Place in its proper or appropriate spot. If it is unlabelled, label it.
2. Determine if the item is the property of a specific member
  - a. If it is contact the member for removal before next meeting. Label the item if it is unlabelled. If not removed within this timeframe the item defaults to step 3
  - b. If not it is now the property of Techworks. Go to next step
3. Determine if Techworks wishes to keep item
  - a. If Techworks wishes to keep it, label it and find a home for it
4. Determine if any member attending the meeting wishes to take possession of the item
  - a. If so, member is now responsible for removal of item
  - b. If not, Techworks will be responsible for the item