

SHOP RULES AND SAFETY ACKNOWLEDGMENT

For renters, members, Automotive Service Professionals / Auto Techs, employees, customers, visitors, vendors, and guests

READ BEFORE ENTERING OR WORKING. These rules establish minimum conduct, access, housekeeping, equipment, and emergency expectations. They do not replace equipment instructions, required training, permits, law, insurance, or any applicable rental, membership, customer, employment, or liability agreement.

1. PERSON, ROLE, AND AUTHORIZED ACCESS

Name / business	_____
Contact information	Phone _____ Email _____
Role	☐ Auto Tech/renter ☐ Member ☐ Employee ☐ Customer ☐ Visitor/guest ☐ Vendor
Authorized areas	☐ Customer area ☐ Bay ____ ☐ Lift ____ ☐ Prep room ☐ Paint booth ☐ Tool area
Authorization period	Date _____ Start _____ End _____ Reservation / record no. _____
Emergency contact	Name _____ Relationship _____ Phone _____

2. ENTRY, SECURITY, AND GENERAL CONDUCT

☐	Check in and out as directed. Use only the entrance, parking location, bay, equipment, and time specifically assigned to you.
☐	Do not share keys, codes, badges, credentials, reservations, tools, storage, or access with another person. Immediately report a lost access device or suspected unauthorized entry.
☐	Guests, helpers, customers, delivery persons, and subcontractors require advance approval. The sponsoring Auto Tech/renter remains responsible for their conduct and must keep them in approved areas.
☐	Remain alert and professional. No threats, violence, harassment, fighting, horseplay, theft, vandalism, gambling, disruptive music, sleeping, living on-site, or conduct that interferes with operations.
☐	No illegal drugs, alcohol use, or impairment. Do not begin or continue work when fatigue, medication, illness, or another condition makes safe performance doubtful.
☐	Weapons must comply with law and Facility policy and may never be displayed, handled, or used in a threatening or unsafe manner. Immediately report any threat or suspicious conduct.
☐	Children and unauthorized animals are not permitted in operational work areas. Service animals may remain in approved customer areas as required by law, subject to reasonable safety controls.

Initials: _____ I understand the entry, security, guest, and conduct rules.

3. RESERVATIONS, WORK AREAS, AND VEHICLE REMOVAL

☐	Use only the reserved resource and stay within the scheduled time. Obtain approval before changing bays, extending time, adding a vehicle, or leaving a vehicle after the reservation ends.
☐	Keep aisles, exits, fire equipment, electrical panels, eyewash stations, drains, doors, and neighboring work areas unobstructed at all times.
☐	Place parts, tires, tools, cords, hoses, carts, and removed components within the assigned footprint. Use barriers or warning signs when a temporary hazard cannot be immediately removed.
☐	Do not leave a vehicle dismantled, leaking, unsupported, unlocked, or with exposed sharp or energized components. Secure keys and protect customer property whenever the work area is unattended.
☐	Remove the vehicle, parts, waste, tools, and personal property by the approved deadline unless written storage authorization has been issued. Storage, holdover, towing, and cleanup charges may apply under the governing agreement.

Initials: _____ I accept the reservation, work-area, security, and removal requirements.

4. QUALIFICATIONS, AUTHORIZATION, AND REPAIR RECORDS

☐	Perform only work for which you are trained, competent, properly certified or permitted when required, and authorized by the vehicle owner and Facility.
☐	Auto Techs/renters are responsible for customer estimates or lawful waivers, repair authorizations, invoices, certification information, parts disclosures, warranties, deposits, refunds, and other records required by Michigan law.
☐	Do not road-test, move, repair, diagnose, dismantle, paint, weld, recover refrigerant, disable safety equipment, or perform specialty work without the required permission, training, certification, insurance, and controls.
☐	Stop work and ask the Facility contact when instructions, vehicle condition, equipment capacity, certification scope, customer authorization, or safety requirements are unclear.

Initials: _____ I will work only within my training, certification, authorization, and insurance.

5. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- ☐ Wear safety glasses with side protection in operational areas and add face, hearing, hand, foot, body, welding, chemical, or other protection appropriate to the task and product instructions.
- ☐ Wear closed-toe, slip-resistant work footwear. Secure loose clothing, long hair, jewelry, drawstrings, and other items that could contact moving or energized equipment.
- ☐ Inspect PPE before use, replace damaged or contaminated PPE, and do not share contaminated equipment. A respirator may be used only under an applicable respiratory-protection program with required evaluation, fit testing, training, and cartridges.

Initials: _____ I will use task-appropriate PPE and safe clothing.

6. VEHICLE LIFTS, JACKS, AND SUPPORT EQUIPMENT

- ☐ Only trained and specifically authorized persons may operate a lift, jack, stand, hoist, crane, or other lifting equipment. Complete the required pre-use inspection before every shift or use.
- ☐ Confirm equipment rated capacity, vehicle weight, approved lift points, arm or pad placement, adapters, overhead clearance, doors, cargo, and center of gravity before lifting.
- ☐ Position the vehicle correctly, set the parking brake or use the required transmission position, remove occupants, close doors, control keys, and keep everyone clear while raising or lowering.
- ☐ Raise a short distance, stop, visually confirm stable contact, gently test stability when permitted, then raise and lower onto functioning mechanical locks. Never rely only on hydraulic pressure.
- ☐ Use approved stands or secondary support when required. Never work under an unstable vehicle, exceed capacity, improvise adapters, use damaged equipment, or defeat locks, restraints, guards, or controls.
- ☐ If a lift or support device makes unusual noise, moves unexpectedly, leaks, binds, fails inspection, or appears damaged: stop, keep people clear, lower only if safe, attach an OUT OF SERVICE tag, and notify the Facility immediately.

Initials: _____ I am trained and authorized before using lifting or support equipment.

7. TOOLS, MACHINERY, ELECTRICAL, AND BATTERY SAFETY

- ☐ Inspect tools, guards, cords, plugs, hoses, fittings, wheels, discs, bits, accessories, chargers, and batteries before use. Use the correct tool, rating, accessory, and manufacturer procedure for the task.
- ☐ Do not remove guards, bypass interlocks, alter wiring, defeat safety devices, use homemade attachments, modify equipment, or use any item marked OUT OF SERVICE.
- ☐ Disconnect or isolate energy before servicing equipment or reaching into a danger zone. Follow the Facility's lockout/tagout and stored-energy procedures when they apply.
- ☐ Keep electrical equipment dry and away from fuel vapors. Do not use damaged extension cords, overloaded adapters, unapproved heaters, or chargers on combustible surfaces.
- ☐ Treat high-voltage, hybrid, and electric vehicles as energized unless properly isolated by a qualified person. Establish the required exclusion zone and use vehicle-specific procedures and PPE.
- ☐ Check Facility tools out and in. Keep them on the premises, clean them after use, report defects immediately, and pay applicable loss or damage charges under the governing agreement.

Initials: _____ I will inspect, correctly use, secure, and report problems with tools and equipment.

8. HOUSEKEEPING, SPILLS, CHEMICALS, AND WASTE

☐	Work cleanly and correct slip, trip, sharp-object, and fire hazards as they arise. Use drip pans, absorbents, covers, mats, and labeled containers; do not use compressed air to spread dust or liquids.
☐	Keep Safety Data Sheets and product instructions available. Use only approved products in their intended areas and follow labeling, ventilation, grounding, storage, mixing, incompatibility, and PPE requirements.
☐	Immediately stop a spill or release only when it can be done safely, protect drains, keep others away, use the correct spill kit, and notify the Facility. Call 911 and evacuate for fire, toxic vapor, explosion risk, large release, or symptoms.
☐	Never pour oil, fuel, coolant, brake fluid, refrigerant, paint, solvent, chemicals, wash water, or waste into a sink, toilet, floor drain, storm drain, soil, trash, or outside area unless the Facility has expressly approved a lawful disposal method.
☐	Keep chemical and waste containers labeled, compatible, closed when not adding material, and in assigned secondary containment. Segregate used oil, coolant, batteries, tires, refrigerant, paint waste, solvents, oily materials, and other waste as directed.
☐	Report every spill, fire, exposure, damaged container, missing label, ventilation concern, or improper disposal, even if it appears minor or has been cleaned.

Initials: _____ I will follow chemical, spill, housekeeping, and waste procedures.

9. FIRE, HOT WORK, PAINT BOOTH, AND PREP ROOM

☐	No smoking, vaping, open flame, fireworks, or unapproved ignition source. Fuel transfer, welding, cutting, grinding, heating, and other hot work require authorization and all required fire-prevention controls.
☐	Use the paint booth or prep room only when trained, authorized, and reserved. Confirm ventilation, filters, grounding, lighting, fire protection, approved materials, container limits, and housekeeping before work begins.
☐	Do not spray outside an approved area, bypass ventilation or interlocks, store excess flammables in the booth, use unapproved electrical devices, or perform hot work near flammable vapors or residue.
☐	Keep exits and extinguishers clear. Stop work, warn others, activate the alarm or call 911 as appropriate, and evacuate when fire, smoke, unusual heat, or explosion risk is detected.

Initials: _____ I will obtain authorization and use all required fire, booth, and hot-work controls.

10. VEHICLE MOVEMENT, PARKING, AND ROAD TESTS

- ☐ Only a licensed, sober, authorized driver may move a vehicle. Confirm the path is clear, doors and hood are secured, equipment is disconnected, occupants are seated, and keys are controlled before movement.
- ☐ Use a spotter when visibility or clearance is limited. Follow signs and staff directions, sound the horn when required, drive at walking speed on the property, and never use a phone while moving a vehicle.
- ☐ Park only in the assigned location, set the brake, select the required transmission position, chock wheels when directed, close windows, lock the vehicle, and place keys in the designated secured location.
- ☐ A road test requires vehicle-owner authorization, proper registration and insurance, a qualified driver, a safe condition for the planned test, and compliance with the Auto Tech's rental and insurance obligations.
- ☐ Immediately report any collision, warning light, unusual noise, breakdown, ticket, damage, loss, or customer complaint arising during vehicle movement or testing.

Initials: _____ I will move, park, secure, and road-test vehicles only as authorized.

11. CUSTOMERS, VISITORS, PHOTOS, AND CONFIDENTIALITY

- ☐ Customers and visitors must remain in designated areas unless specifically authorized and escorted. They may not operate tools, enter a raised vehicle area, touch another person's property, or participate in work without a separate written authorization.
- ☐ Do not photograph or record another customer, worker, vehicle, document, screen, key, security system, restricted area, or confidential information without permission. Follow the separate security-camera and photo-release notice.
- ☐ Protect vehicle keys, VINs, addresses, payment records, estimates, photographs, access codes, and customer information. Discuss customer matters only with authorized persons and store or dispose of records securely.
- ☐ The sponsoring Auto Tech/renter must explain customer boundaries, ensure guests follow these rules, and promptly address customer questions, complaints, deposits, repair status, vehicle release, and documentation.

Initials: _____ I will control visitors and protect customer, vehicle, and security information.

12. EMERGENCY RESPONSE AND INCIDENT REPORTING

- ☐ For fire, medical emergency, violence, uncontrolled release, or immediate danger: stop work, warn others, call 911, and evacuate to the posted assembly point. Do not re-enter until authorized.
- ☐ Know the location of exits, alarms, extinguishers, first-aid supplies, eyewash, spill kits, emergency shutoffs, and the posted emergency-contact list. Use emergency equipment only within your training.
- ☐ Report every injury, illness, exposure, near miss, spill, fire, theft, threat, vehicle incident, property damage, defective tool, or unsafe condition before leaving. Complete the required incident report and preserve evidence.
- ☐ Do not move an injured person, disturb a serious incident scene, admit fault, promise payment, discard evidence, or release recordings except as needed for immediate safety or as directed by management, emergency responders, an insurer, or law.

Facility emergency contact	Name/title _____ Phone _____
Assembly point	_____
Emergency equipment locations	Extinguisher _____ Eyewash _____ First aid _____ Spill kit _____

Initials: _____ I understand the emergency, reporting, and evidence-preservation procedures.

13. STOP-WORK AUTHORITY, ENFORCEMENT, AND EXCEPTIONS

☐	Any person must stop work and notify the Facility when an unsafe condition, unauthorized activity, missing protection, damaged equipment, or unclear instruction could cause injury, damage, fire, release, or legal noncompliance.
☐	The Facility may deny access, stop work, isolate or tag equipment, move or secure property when legally permitted, require cleanup, suspend a reservation or membership, terminate an agreement, assess authorized charges, contact emergency services or law enforcement, or issue a property ban.
☐	No verbal exception is valid for a safety-critical rule. A permitted exception must be written, specific, time-limited, signed by an authorized Facility representative, and may not override law, equipment instructions, required certification, or insurance.
Written exception, if any	Rule no. _____ Scope _____ Expires _____
Authorized by	Name/title _____ Signature _____ Date _____

14. ACKNOWLEDGMENT AND SIGNATURE

I received and read all five pages of these Shop Rules, had an opportunity to ask questions, and agree to comply with them and all posted or task-specific instructions. I understand that violating a rule may result in immediate stop-work or loss of access. I will report hazards without delay and will not perform work beyond my authorization, training, certification, or insurance. I understand that this acknowledgment is not a liability waiver and does not replace any other required agreement, permit, inspection, training record, estimate, repair authorization, invoice, or insurance coverage.

PERSON ACKNOWLEDGING RULES	FACILITY REPRESENTATIVE
Signature: _____	Signature: _____
Printed name: _____	Printed name/title: _____
Date: _____ Time: _____	Date: _____ Time: _____

FACILITY ORIENTATION / RECORD CHECK

Documents completed	☐ Orientation ☐ Liability waiver ☐ Rental/member agreement ☐ Conduct agreement
Training / authorization	☐ Lift ☐ Paint booth ☐ Tools ☐ Spill response ☐ Emergency response ☐ Other
Credentials reviewed	☐ ID ☐ Driver license ☐ Certification ☐ Insurance ☐ Reservation ☐ Not applicable
Notes / restrictions	_____
Record location	Account / file / reservation no. _____

Document-control note: Review these rules with the Facility's Michigan attorney, commercial insurance agent, fire authority, equipment providers, and safety consultant before use and whenever operations, equipment, access, insurance, or law changes. Employee safety duties and required MIOSHA programs or training remain separate.