

Broken Equipment

Tagging a tool out of service and reporting it.

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Tools break, especially well-loved shared ones. What matters is that the next person does not find out the hard way.

When to take a tool out of service

Stop using a tool and take it out of service if it:

- is damaged (cracked guard, frayed or cut cord, missing parts, bent blade)
- behaves strangely (unusual noise, vibration, smell, smoke, sparking, or it will not stop)
- is missing a safety feature, such as a guard, a key or an emergency stop
- failed your pre-use inspection (see **Training and Certification: Pre-Use Inspection**)

What to do

1. **Make it safe.** Turn it off and unplug it.
2. **Tag it.** Put a clear "Out of service" note on the tool, on the switch or plug where the next person will see it. Write what is wrong, the date, and your name.
3. **Report it.** Email info@waukeshamakers.com or post in **#general** on Discord with the tool, what happened and what you noticed. If someone was hurt or nearly hurt, also see **Shop Safety: Incident and Near-Miss Reporting**.
4. **Leave the tag on** until the tool has been repaired and checked.

To be confirmed: whether the shop keeps printed out-of-service tags and where; whether to contact the area's Area Champion directly; and who may remove a tag and repair a tool.

Finding the tool's record

Shop equipment is listed in Atlas at <https://atlas.waukeshamakers.com>. Include the tool's name as it appears in Atlas in your report, so it is clear which machine you mean.

If you have the skills and want to help with the repair, say so in your report.