

# Bristol Hackspace

## Time limited Labels

*Do Not Hack, Please Hack, Item for Disposal, and Don't Turn Off*

Version 3 March 2018

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### Objective

To make it easy to identify what can and can't be hacked, what should be thrown out, and items to be left switched on.

### Limitations

This procedure doesn't cover tools so if it looks like a tool Dont Hack it, clean it and put it somewhere sensible.

It doesn't override your responsibility to act as a good community member so protection labels will be void for materials stored;

- unsafely,
- so as to obstruct others use of the space,
- or if the space gets too full.

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### Colours and Protection Life

#### **Blue, Green, Red, and Yellow, Labels**

One colour will;  
be applied during one quarter,  
provide protection for a further 6 months  
may be removed by anyone after that

#### Label Calendar

	Quarter 1 January February March	Quarter 2 April May June	Quarter 3 July August September	Quarter 4 October November December
Apply	BLUE	GREEN	YELLOW	RED
Protect	RED	BLUE	GREEN	YELLOW
Protect	YELLOW	RED	BLUE	GREEN
Can be removed	GREEN	YELLOW	RED	BLUE

#### **Violet Labels**

Provide permanent protection and must only be used for Hackspace materials e.g. the contents of Hackspace workshop boxes.

#### **White Labels**

To be used for storage where the timing provided by one of the coloured labels is not appropriate. White labels must be dated when applied.

### Label Types and Usage

#### **Members Projects and Work in progress**

Colour: Blue, Green, Red, or Yellow

Label Size: 63.5mm x 72mm coloured adhesive labels similar to Avery L7164

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### Printed Text:

Bristol hackspace  
Do Not Hack  
Until <April|June|October|January> 1st  
Contact:

Info to be added when used: Owners name, phone, & email.

### Label print files

These use gLabels to print black text on coloured blank labels  
dnh-blue-text-only.glabels  
dnh-green-text-only.glabels  
dnh-yellow-text-only.glabels  
dnh-red-text-only.glabels

Wiki page URL: <http://bristol.hackspace.org.uk/wiki/doku.php?id=signs>

### Usage:

These labels must be attached to all members material or project boxes stored in Hackspace.  
Material must be stored safely on the project box rack in G11 or the sheet material rack in G10.  
The labels may be updated if work is not finished if there is available storage space.

## **Hackspace Materials**

Colour: Violet

Label Size and type: 63.5mm x 72mm white self adhesive labels similar to Avery L7164

### Printed Text:

Bristol Hackspace  
Hackspace Item  
Do Not hack  
No Time Limit

Optional Info to be added: Hackspace asset info.

### Label print files

These use gLabels to print black text and background colour on white blank labels  
dnh-purple-text-and-background.glabels

Wiki page URL: <http://bristol.hackspace.org.uk/wiki/doku.php?id=signs>

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### Usage:

These labels were set up to protect Hackspace workshop boxes e.g. the cardboard modeling box. Members may use items protected by one of these labels but tools must be returned and used / damaged items replaced.  
These labels must not be used on Members material.

### **Hackable items**

Colour: Blue, Green, Red, or Yellow

Label Size: 63.5mm x 72mm coloured adhesive labels similar to Avery L7164

### Printed Text:

Bristol hackspace  
Hack Me  
Before <April|June|October|January> 1st  
May be thrown out at any time

### Label print files

These use gLabels to print black text on coloured blank labels  
hack-me-blue.glabels  
hack-me-green.glabels  
hack-me-yellow.glabels  
hack-me-red.glabels

### Information to be added:

Date the label is applied.

Wiki page URL: <http://bristol.hackspace.org.uk/wiki/doku.php?id=signs>

### Usage:

These labels are a guide to what to throw out when the hack me shelves become full. They must be attached to all hackable material when accepted into hackspace. Material must be stored safely on the Hackme shelf in G11.

### **Item for Disposal**

Colour: White

Label Size: 63.5mm x 72mm coloured adhesive labels similar to Avery L7164

### Printed Text:

Bristol hackspace  
Item For Disposal  
After:

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### Label print files

These use gLabels to print black text on white blank labels  
disposal.glabels

### Information to be added:

Earliest date for disposal usually 1 month after the label is applied.

Wiki page URL: <http://bristol.hackspace.org.uk/wiki/doku.php?id=signs>

### Usage:

These are to be attached to any significant items to be thrown out.

The items should be placed on the on the way out shelves, the top two shelves on the rack above the Bins in G11.

Items should normally be given one month on the on the way out shelves before disposal.

These labels are intended to stop stuff that is wanted by one member being thrown out by another.

## **Please leave on**

Colour: Blue, Green, Yellow, or Red

Label Size and type: 38mm x 21mm white self adhesive labels similar to Avery L7651

### Printed Text:

Don't Turn Off

Until <April|June|October|January> 1st

Optional Info to be added: Hackspace reference to leave on log.

### Label print files

These use gLabels to print black text and background colour on white blank labels

dto-blue.glabels

dto-green.glabels

dto-yellow.glabels

dto-red.glabels

Wiki page URL: <http://bristol.hackspace.org.uk/wiki/doku.php?id=signs>

### Usage:

These labels are to be used to identify plug tops to be left switched on when Hackspace is not occupied.

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### Considerate behavior

There are legitimate reasons for not attending hackspace or answering emails e.g. extended hospitalisation, so:

Try to contact the owner before removing an expired label.

If you can't contact the owner for for significant items, extend the protection by part covering the old label with a new one and writing "Couldn't contact owner " on it.

if you see someone else's label falling off, stick it back on again or replace it.

If you start the last sheet of labels order some more

If you use a lot of labels put a donation in the tin.

Coloured labels cost around 3p each

White labels cost around 5p each

### Reorder Info

Supplier [www.A4labls.com](http://www.A4labls.com)

Coloured labels 63.5mm x 72mm coloured adhesive labels similar to Avery L7164

White Labels 63.5mm x 72mm white adhesive labels similar to Avery L7164

Peelable White labels Peelable white labels 99mm x 93 mm similar to Avery L7166

Reorder Quantity 20 sheets

### Label print software

gLabels: <https://help.gnome.org/users/glabels/> which is also available on sourceforge and an optional install for most linux distro's

They can be printed to pdf's for use on windows PC's

### Coloured / White labels

The decision to print black on coloured labels or black & background on white labels was based on the estimated volume of blank labels required.

The anticipated volume of violet & plug top labels was low so the background colour is printed so need a colour printer.

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### Associated items

#### **Peelable White Labels**

Colour: White

Label Size and type: 38mm x 21mm white self adhesive labels similar to Avery L7651

Printed Text:

blank

Usage:

A peelable base to avoid a sticky residue on high quality surfaces.

#### **Tie on Tags**

Scrap board big enough to take a label with a hole & string. to be used on items with no flat surface to fix a label.

### Document Revision History

The latest approved version of this document will be published on the hackspace wiki.

Version	Date	Change	Author	Approved by	Approved Date
01		early version now lost.			
02		Initial version to go with coloured DNH labels uploaded to the Wiki	J Willis	Members meeting	
3	11/3/2018	Major revision with Title Change and sections added for Hackspace material Hack me labels Items to be disposed labels Don't turn off plug top labels	J Willis	Members Meeting	13/3/2018

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<b>Version</b>	<b>Date</b>	<b>Change</b>	<b>Author</b>	<b>Approved by</b>	<b>Approved Date</b>