

Materials Inventory and Maintenance

Tools aren't much use without something to transform with them. Of course, you need materials! Get materials everywhere: the nearest street corner to the local home center; attics to eBay. Many spaces reserve areas for used, scavenged, contributed, and cast-off materials. It is up to each space to determine how much of each material to have on hand.

We have developed a list of tools and materials that we've used to help stock up some of the schools participating in the Makerspace program. Our consumable materials list, below, appears with more detail in the Resources section at the end of the playbook.

Consumable Materials List		ADHESIVES	TAPE
ELECTRONICS		<ul style="list-style-type: none">wood gluewhite glueepoxyhot glue stickssuper glue (CA) medium + debondCA glue thinspray adhesivePVC cement	<ul style="list-style-type: none">packing tapepaper Kraft tape 2"electrical tapeduct tapemasking tapescotch tapeblue painter's tape
<ul style="list-style-type: none">conductive thread 2plyconductive thread 4plybreadboarding pinsbatteries AAbatteries 9V9V battery snapsbattery holdersheat shrink tubingbreadboardsresistors	<ul style="list-style-type: none">switchesbuzzersmotorsphotoresistorsjumper wireswirecrimpsbeeswaxLEDsbatteries	WOOD <ul style="list-style-type: none">2"x4"x96" wood4'x8' 1/4" plywoodbalsa wood FLUIDS <ul style="list-style-type: none">small plastic syringeplastic tubingLuer connectors1-way valveT-connector	HARDWARE <ul style="list-style-type: none">hack saw bladesjig saw bladesjewelers' saw blades + lubricantX-acto and utility knife bladeslubricantacid brushespopsicle stickspaper mixing cups (Solo)plastic mixing cups (medicine)toothpickscaliper battery
ABRASIVES		TEXTILES	FIRST AID KIT
<ul style="list-style-type: none">sandpaper (80/200/400/600)sandpaper (80/200/400/600)		<ul style="list-style-type: none">threadadhesive tapesewing machine needlesfeltfabricsewable battery holdersnapsbobbinsmetal beadsplastic beads	<ul style="list-style-type: none">glovesdust maskssafety glasses
FASTENERS			MISC
<ul style="list-style-type: none">fasteners (screws, nails, etc.)staple gun staplespop rivetsMr. McGroovy's Box Rivetszip tie assortmentbinder clips			<ul style="list-style-type: none">Shapelock (or Instamorph)Nichrome wirestringrope

A retention policy, such as "first in, last out", or 6-month expiration dates, keep contributed materials from piling up. Segregate project storage to prevent the accidental dismantling of someone's project.

For things that aren't available at local suppliers, consolidate online orders to get bulk discounts and save on shipping costs. Some spaces keep an order form on a clipboard for members to log what they need bought on the next hardware store run.

Organization and maintenance can be very time-consuming and cause burnout. Be careful not to be sucked into it all by yourself! Require users to do their part in maintaining the stockroom. Delegate the task of doing inventory and sorting unused items that have been left behind to a someone you trust (who knows what's what!) or to a knowledgeable volunteer. Or organize an occasional community cleanup to take care of the background maintenance that may not be done on a day-to-day basis.