



# HOW TO HOST A FIXIT CLINIC AT SCHOOL

*A step-by-step guide to launching your own  
school-based repair program*



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Fixit Clinics are community-powered events where volunteer “Fixers” help participants troubleshoot and repair broken household items from small appliances and electronics to clothing, toys, bikes, and jewelry.



Fixit Clinics started in the Bay Area of California by resident, Peter Mui and are now hosted worldwide. Instead of throwing things away, people learn hands-on repair skills, save money, reduce waste, and connect with their community. Even if an item doesn't get fully repaired that day, participants leave with more confidence and a better understanding of how their items work.

Similar to Fixit Clinics, Repair Cafés are community events where neighbors and skilled volunteers come together to fix everyday items. The first Repair Café was founded in Amsterdam, Netherlands in 2009 by environmental journalist Martine Postma. While the names may differ, the purpose and impact of these events are the same: sharing skills, keeping useful items out of the landfill, and strengthening connections within the community.

Schools are a perfect place to host repair events as they foster student learning, support sustainability goals, and bring schools and communities together. In this step-by-step guide, we break down the steps students and school staff can take to host a successful Fixit Clinic on campus!

## Form Your Team

In order to host a successful Fixit Clinic, you must first identify a dedicated team from the school community to help you plan, organize, and execute the event.

Team members could be teachers, staff, students, parents, or a club on campus that shares the same values of sustainability and repair like a Green Team, Eco Clubs, Robotics or STEM Clubs. Typically clubs on campus have existing infrastructure like standing meetings, roles, supplies, an advisor, and could adopt Fixit Clinics as a standing program throughout the year. While hosting one clinic is a huge feat in itself, the long term goal of the clinics is to have them recurring throughout the year to provide free, ongoing repair services to the school community. For this reason, our suggestion is to partner up with a club to increase the longevity and impact of your Fixit Clinic program at your school.

### **Once the team is identified, you'll need to assign roles, such as:**

- volunteer & fixer recruitment
- logistics coordinator
- marketing & promotion
- day-of coordination

Assigning roles can help delegate and organize the work across the team, but it's okay if the roles blur and some people are working on certain aspects together. These roles are only a suggestion and each group has agency to create roles that best fit their team needs.

## Recruit Volunteer Fixers

“Fixers” are the backbone of these clinics, so as you could imagine - recruiting them will be one of the most important parts of this process that includes textile mending, bike repair, jewelry and general fixers.

Once you begin your search, you’ll find there are many repair-minded folks who are passionate about sharing their skills and love to test their knowledge by opening up broken items and seeing if they can fix it.

First, you can look to the school community to see if there are interested students from student clubs on campus, teachers or other school staff who has a passion for fixing things (or they might know a family member who does!).

If you still are looking for more fixers, you can reach out to those in the greater community like local repair shops, hardware stores, colleges or senior centers.

As you collect your fixers, make it clear to all that no one is expected to be an “expert”. In fact, curiosity and a willingness to troubleshoot is more than enough for someone to succeed in the fixer role.

You can learn more about volunteer recruitment under marketing and promotions starting on Page 9.

## Build a Tool Library

Another important piece of a clinic is building up your on-campus tool library.

Typically, most fixers will bring their own set of tools to the clinic, but it's important to have a tool library for people to borrow from when needed. There are a number of ways to begin building the library:

- **Borrow Tools** from staff, parents, or the school's makerspace if there is one
- **Host a Tool Drive** Invite the school community to donate tools for the tool library
- **Partner with local Hardware Stores** Reach out to see if they can donate tools for the program
- **Explore Outside Resources** There are a number of programs out there designed to empower students and schools with repair. For example, Harbor Freight has a [Tools for Schools](#) program you can check out
- **Buy Used** Many thrift stores sell used tools at low cost

## Build a Tool Library

Here is a list of common tools and parts that might be needed at Fixit Clinics. This list is not exhaustive. Remember to start small and build up your library overtime to know what is most needed.

### List of Tool Suggestions

Screwdriver set (flathead, Phillips, precision/jewelers)

Allen (hex) wrenches / Torx drivers

Adjustable wrench & socket set

Pliers (needle-nose, slip-joint, locking/vice grips)

Tape measure & rulers

Multimeter

Soldering iron + solder + flux

Extension cords & power strips

Electrical tape & heat shrink tubing

Sewing machine

Needles and Thread

Pins, safety pins, seam rippers

Iron & ironing board

Bike repair stand (if possible)

Tire levers & patch kits

Bike pump & pressure gauge

Chain tool & lubricants

Glue: super glue, wood glue & epoxy

Assorted screws, nails, nuts, bolts

Zip ties & twist ties

Small trays for loose screws/parts

Cleaning supplies (rags, alcohol wipes, brushes)

Duct tape, painter's tape, masking tape

## Secure the Room or Building

When securing a room on campus, one must consider the following: good lighting (lights or windows), large working surfaces or access to tables, ample access to AC power to plug in tools or test if an item works, internet access (sufficient bandwidth for how-to video streaming), access to water (e.g. a sink.), and an easy-to-clean floor.

Often, the best spot on campus that boasts nearly all of these qualities will be in the gym. However, depending on the size of your clinic, one might also choose a library, a classroom or a makerspace if your school has one.

## Choose Date and Time

Many community Fixit Clinics are hosted mid-day on a Saturday or Sunday and typically occur in a two to three-hour window sometime between 11AM and 3PM with time buffers of at least:

- one-two hours before the official open time to set up
- one hour after the official closing time to break down

If a weekend is not possible, plan to host it after-school one day of the week.

## Confirm Availability

Before announcing your Fixit Clinic, confirm space availability with the appropriate school staff. Ask if the space requires a reservation, whether it's available on your chosen date, and if any forms must be completed to secure it.

## Ways to Promote

Use flyers around school, morning announcements, newsletters, social media, PTA meetings and other school bulletins. Link the sign up form via QR code or URL listed on all promotion.

Encourage teachers to offer extra credit or community service hours for student participation.

Visit [tinyurl.com/fixitclinicpromo](https://tinyurl.com/fixitclinicpromo).

## Sample Promotion Copy

### #1

Do you have a household item in need of repair? Don't trash it! Come fix it for FREE at our upcoming Fixit Clinic, where we will provide the space, tools, and volunteer fixers to help you troubleshoot and repair your well-loved item. Learn more and sign up to bring an item: *LINK*

### #2

Bring your gadgets, bikes, clothes, or treasures to our School Fix-It Clinic and team up with volunteer fixers to bring them back to life. It's part repair party, part science lab, and 100% about learning, tinkering, and keeping stuff out of the trash. Come curious, leave empowered.

Common items that are brought to Fixit Clinics include: clothes, bikes, lamps, clocks, toasters, coffee makers, Grandma's 1970s blender that "just needs encouragement", and so much more!

## Sample Volunteer Recruitment Copy

### #1

Calling for volunteer fixers for our upcoming Fixit Clinic!

Join us in creating a hands-on learning experience at our upcoming Fixit Clinic! As a volunteer fixer, you'll provide guidance as participants disassemble their broken items and assist in troubleshooting to find a repair. No need to be an expert, just a passion for fixing things and sharing knowledge. Learn more and sign up to volunteer: *LINK*

### #2

Join the fun and become a volunteer fixer at our Fixit Clinics, where broken items meet curious minds! Help students and school community members explore, tinker, and try to bring things back to life. No expert skills required - just a love of problem-solving, sharing what you know, and being part of a hands-on learning experience. Learn more and sign up to volunteer: *LINK*

**NOTE:** *Always be clear with both fixers and attendees that we cannot guarantee every item will be fixed. The goal isn't a 100% success rate - it's about creating a community event where people can learn about repair, share skills, and work alongside volunteer fixers to try to bring items back to life.*

## Event Flow and Layout

When setting up your Fixit Clinic, thinking through event flow is key to keeping things smooth and welcoming. This setup helps create a clear flow from arrival to repair to departure while keeping the space supportive for both volunteers and participants.

- **Check-In and Check-Out:** Place these tables near the entrance/exit so participants naturally stop at both points. Volunteers at these stations can ensure every guest is welcomed, signed in, and properly checked out before leaving.
- **Fixer Tables:** Arrange fixers in clusters by category (e.g., bikes, textiles, small appliances/general fixes). Grouping them together encourages collaboration, easy to direct attendees to and makes it easier for them to share tools. Be sure each station has access to power for testing items or running small tools. Each fixer should have their own table or share with one other fixer.
- **Waiting Area:** Position chairs between the Check-In table and the Fixer tables. This allows the Check-In volunteer to direct participants easily to the waiting space. Runners can then greet participants, chat about their items, and connect them with the next available fixer.

## Additional Considerations

Fix-It Clinics aren't just about repairs, they're also about connection, learning, and sharing. To support this, you might invite school groups, clubs, or local organizations to table at the event. If you do, place them along the side so they don't disrupt the main flow and it's near the waiting area.

Founder Peter Mui also recommends providing food and drinks for fixers and volunteers as a thank-you and to keep energy high throughout the day. This area should be on the side, out of main view so it's clear to attendees that the food is specifically for volunteers. If funds permit, you can offer food to all.

## Helpful Tracking Documents

When planning a Fixit Clinic, tracking data and impact is essential. Collecting information on the types of items brought in, the categories they fall under, and whether they were successfully repaired helps organizers plan for future events. Separating items into textiles, bikes, and all other items mirrors how fixer skill sets are divided and ensures the right volunteers are available. Because the "all other items" category tends to be the largest, understanding the breakdown can guide how many general fixers you'll need. Tracking this data also helps demonstrate the value of the clinic - showing waste diverted from landfills, skills shared, and community impact.

## Create a Sign-Up Form

A Sign-Up Sheet will be important for a number of reasons including gauging how many people plan on coming, what time of items they signed up to bring, and helping the fixers know what tools to bring based on what is signed up.

## Day-of Item Tracking

Once the day comes, it is important to track what items actually came in, who and if they fixed them, and other important data. To successfully capture all necessary data, your clinic should have a check-in and check-out sheet. It's paramount that all items (whether fixed or not) are checked out. This is how you start tracking the fix rate of your on-campus Fixit Clinics.

## Google Drive Folder

You can find templates for the Item Sign Up Google Form, Day-Of Check In and Day-of Check Out sheets at [tinyurl.com/fixittrackingdocs](http://tinyurl.com/fixittrackingdocs)

## Roles for Students and Volunteers

### **Greeters (1-2 people)**

- Welcome guests at the door
- Point them to the check-in line
- Remind: one item at a time, check out before leaving

### **Check-In (2-3 people)**

- Check-in guests and their items
- Add each guest to waitlist
- Communicate with runner(s) on waitlist status and whose next
- Keep preregistered and walk-in lines moving fairly.

### **Runners (1-2 people)**

- Get to know the fixers and their speciality/skill set
- Check waitlist and communicate with check-in table
- Lead guests from check-in to the next available fixer
- Support fixers: offer water, coffee, food, remind them to take a break if they need, ask them about the next item fix to see if they think they can fix the item

### **Fixers (7-15 people *\*depending on event size*)**

- Work with guests to repair items
- Encourage students to work with you to fix the item
- Encourage guests to video the fix to have for next time

### **Check-Out (1-2 people)**

- Record repair results (fixed, not fixed, needs part).
- Snap a photo of success!
- Thank attendees and remind them about the next one

### **Photographer (1 person)**

- Capture repairs in action
- Take “ring the bell” photos at checkout

## Additional Considerations

### **Protect Yourself**

Always wear safety glasses, gloves, and other appropriate personal protective equipment when handling tools or materials.

### **Be Prepared**

Have a first aid kit and fire extinguisher nearby, just in case.

### **Adult Supervision**

Adult supervision is recommended, especially for younger students or when using sharp, heavy, or electrical tools.

### **Know Your Limits**

If a repair feels unsafe or beyond your skill level, ask a volunteer or adult for help.

### **Keep it Fun and Collaborative**

Create an upbeat, welcoming atmosphere! Make the clinic feel like a community celebration. Encourage participants to learn, tinker, and share skills together.

### **Items That Can't Be Fixed**

Not every item can be repaired on the spot and that's okay! Consider creating a local directory of repair businesses or invite attendees to return for the next school Fixit Clinic. This helps keep the repair spirit alive and supports learning beyond the event.

### **Adapt and Grow**

Each clinic is a chance to learn and improve. As you gain experience, remember that this template may not fit every situation perfectly. Be open to trying new processes, troubleshooting on the spot, and adapting to the unique needs of your school community.

## What to Track

Keeping track of what gets fixed, what items are brought, and who attends helps you understand your clinic's impact. This information makes it easier to plan future events, see which repair skills are most in demand, and celebrate successes with your school community.

### **Track:**

- Number of participants
- Number and type of items
- How many were repaired
- How much waste was diverted
- OPTIONAL: Ask participants how confident they feel in repairing something on their own in the future.

## Celebrate & Share

- Thank volunteers with certificates or fun awards
- Post photos on school or district social media
- Share your success with local press, the PTA, or city sustainability offices
- Repeat!
- Aim to make the Fixit Clinic an annual or seasonal tradition.
- Build your network of fixers, tools, and community partners each time. Keep a list of everyone's emails to notify them on the next clinic.

## iFixit Repair Guides

[iFixit](https://www.ifixit.com/Guide) ([ifixit.com/Guide](https://www.ifixit.com/Guide)) offers free, step-by-step repair guides for a wide range of items. Each guide includes photos, tool lists, and tips to help you confidently tackle repairs. It's a great resource for students, volunteers, and anyone who wants to learn more about fixing things and keeping them out of the landfill.

## Fixit Clinic Website

[The Fixit Clinic website](https://www.fixitclinic.blogspot.com) ([fixitclinic.blogspot.com](https://www.fixitclinic.blogspot.com)) shows where it all began and how they've grown into a national movement. Explore the network, connect with others hosting clinics, and find helpful tips for running your own events.

## Culture of Repair Resource Library

This [collection](https://cultureofrepair.org/ed-resources-classroom-materials) ([cultureofrepair.org/ed-resources-classroom-materials](https://cultureofrepair.org/ed-resources-classroom-materials)) features resources from other organizations that can be incorporated into curriculum and school programs. Explore lesson plans, activities, and guides that teach students about repair and sustainability.

## Example: Long Beach Fixit Clinic

See a city-wide clinic [here](https://tinyurl.com/longbeachfixitclinics) ([tinyurl.com/longbeachfixitclinics](https://tinyurl.com/longbeachfixitclinics))! The Long Beach Fixit Clinic provides a great example of how a city, local organizations and the community can come together to repair items, share skills, and promote a culture of repair.