

1. *Beginning of shift:* Put your nametag in the monitors' ID name tag holder.
2. *Beginning of shift:* Update the wood shop sign-in log located on the monitor desk. Set up a second sheet if needed.
3. At 15 minutes to closing, have all members present shut down the machines and start cleaning their work area.
4. At least 5 minutes prior to closing, stop the main dust collector in shed using remote.
5. Sweep, dry mop, or vacuum the machines, tables and floor.
6. Set thermostats (2). For the night-time: If heating-66 degrees, if cooling-85 degrees.
7. Check that the following are locked and keys hang from the monitors' desk: Outside paint locker and wood shed.
8. Close all exhaust vents.
9. Clean out the sink.
10. Turn off air compressor.
11. Lock the rear door using the hex key on the wall.
12. Press "STOP" on the main power switch.
13. Press the "OFF" button on remote in desk drawer to stop the main dust collector.
14. Put your monitor's nametag in the box in the drawer of the monitor's desk.
15. Turn off lights, leave one light fixture above the monitor's desk on.
16. Remove the tape from front door strike. Check the door to make sure it's locked.