

## Opening/Morning Shop Checklist

11/11/2022

1. Open the front door combination lock. When the door is open, place a strip of tape across the door jamb strike to prevent the door from self-locking. Use the hex key at right of rear door to unlock push bar. The key to the rear door lock is in the outside key vault.
2. Turn on the lights.
3. Put your name tag into the monitor's ID nametag holder on the monitor's desk.
4. Update the woodshop sign-in log located on the monitor shelf; if sheet is almost full, start a new sheet. Make sure the current date is recorded on top of sheet.
5. Press the green "START" on the power switch to power up the shop.
6. Turn ON air compressor.
7. Press "ON" button on remote in desk drawer to start the main dust collector in shed.
8. Using a vacuum, clean the air intake filters on the ceiling air filter units.
9. Turn on ceiling air filter units.
10. Set thermostats (2). For the daytime: If heating-69 degrees, if cooling-75 degrees.
11. Empty all vacuums. Clean the filter inside each vacuum.
12. Check dust collector bag for planer/jointer and empty if needed.
13. Check exhaust vents in all locations, all should be closed.
14. Check belts on 16-32 and Delta drum sander for wear and residue buildup and correct as needed.
15. Check the guides on the bandsaws as they are frequently in need of adjustment.
16. Check the sink and clean it if needed.