

## SHOP MONITOR CHECKLIST

### Shop Set Up

- Dust Collection Start Up.
  - o Main Dust Collector
  - o HEPA Air Filters – set timer for 4 hours
  - o Checking filters/hoppers and gates for blockage
- Power Equipment Set Up
  - o Table Saw – Turn on “Saw Stop” as it takes a few minutes to warm up
  - o Visually Inspect all power equipment for problems, fix or tag out as necessary
- General Shop inspection
  - o Proper Placement of equipment to ensure safe access for members.
  - o Sign in Log on the desk with a pencil
  - o Availability of PPE (this is a topic for discussion)
- First Aid Kit – Inspect for content
- Fire Extinguisher – check to be sure it is there and is charged
- Check for the work done by the night custodian

### Daily Procedures

- Check that members who are using the shop have a completed waiver form on file
- Complete a new user orientation for any new members using the shop
- Perform any maintenance that is needed for that day (log on equipment when completed)
- Adjust or repair any equipment as necessary (or report to the Shop Coordinator if you can't do it). Service on equipment should be written on a Maintenance Log Sheet mounted on the equipment.
- Observe members and make suggestions as necessary. See shop policies if any problems arise.
- Notify Shop coordinators of any parts that are needed (be as specific as you can)
- Inform the Shop Coordinator of significant issues of the day (e-mail suggested)

### INCIDENTS/EMERGENCIES

- CONTACT THE BAIN CENTER FRONT DESK IN THE CASE OF AN EMERGENCY
- Call the Shop Coordinator in the event of any injury
- Complete an incident report and place it in the Shop Coordinator's mail box

### Shop Shut Down

- Engage members in cleaning up their work areas or any equipment that they've used.
- Vacuum all equipment and benches and sweep floor
- Check all power equipment to ensure that it is deenergized and in proper order to be used for the next day
- Place any equipment that has been left out of place back in its proper location
- Shut Down Dust Collector (it goes through a shut-own sequence after it's been turned off... no further action is necessary)
- Check waste baskets for any indication of smoldering or overheating
- Lock the windows, turn off the lights, and lock the door