

# Woodshop Opening & Closing

## Policy & Procedures Manual (Mar 2023)

### Section 3.4.1 - Woodshop Opening

- Obtain the key and unlock the main entry door.
- Turn on the lights.
- Unlock the office and project storage room.
- Sign in and verify that the Woodshop Sign-In Sheet is sufficient for the day
- Put on a Yellow Safety Vest and your name tag.
- ***Effective Mar 8, 2023, the first monitor and members to enter the shop on Monday morning will be responsible for emptying all shop vacs and blowing out the filters with compressed air on the back patio. If the main dust system is down, this procedure should take place daily. Cleaning these units on a regular basis will improve the efficiency and life of these tools and will help to improve the air quality in the shop.***
- Open the bottom bleed valve of the air compressor to drain off any moisture.
- Check Dust Collection barrels (55 gallon); empty, if necessary (more than 1/3 full). Get Members to help empty the barrels. The dumpster is located in the side parking lot. Make sure power to dust collection system is off. Operate breaker located on outside power panel to OFF. Do NOT restore power to the dust collection system until the barrels are secured to the system.
- Check Magnehelic gauge (dust collector pressure gauge). The pressure reading should be at or below 4.0. If above 4.0, refer to Calibration & Maintenance.
- Read the Woodshop Log Book for any communications updates.

### 3.4.2 Woodshop Closing

- Announce to the Members that it is Woodshop closing time and they should begin to clean up the Woodshop.
- Assure that the Woodshop and all machines have been satisfactory cleaned by the using Members.
- Open briefly the bottom bleed valve on the air compressor to drain off any moisture.
- Empty all Woodshop trash cans in the dumpster located across the side parking lot. Get assistance from Members in the Shop.
- Remove all hand tool batteries from the chargers
- Complete any notes into the Woodshop Log Book.
- Assure the dust collection system is turned off.
- Assure the rear door is locked, confirm that the lumber sales room is locked, lock the project storage room, and office.
- Assure all lights are turned off.
- Lock the front entry door.
- Return the key.