

CLEAN UP CHECKLIST

THE FOLLOWING ITEMS MUST BE DONE ON A DAILY BASIS AFTER ANY SHOP USE BY THE FOREPERSON AND CHECKED BY MR.BROADHURST. ANY ITEMS LEFT INCOMPLETE WILL BE THE RESPONSIBILITY OF THE FOREPERSON TO COMPLETE!

ITEM	MON	TUES	WEDS	THURS	FRI
Announce clean up					
Tool board -clean, organized					
Benches cleaned					
Vises closed					
Floors swept					
Machines cleaned					
Bits stored					
Accessories stored Push sticks, inserts, belts					
Lumber stored					
Scraps in barrels					
Paint brushes Cleaned/disposed					
Paint cans – sealed, stored					
Fasteners stored					
Project materials stored					
Clean up tools stored					
Mr. Broadhurst checks					