

**TRANSPORTATION AREA
CLEANUP RESPONSIBILITIES**

Task #1: Clean Transportation Area Floors

- Be sure all oil spots have oil dry or sawdust on them, wipe up grease.
- Sweep the floor, start from one end of the areas and sweep toward the other.
- Pick up all the swept material with a dustpan and put it in the garbage can, **DO NOT SWEEP IT DOWN THE DRAIN!!!**
- Put the brooms back neatly!!!

Task #2: Clean off the Benches and Hoists

- Put any remaining parts in the lost part bin
- Use a rag to wipe up any oily sections
- Use the handbroom to sweep off the benchtop into the dustpan
- Put the dustpan and handbroom away neatly!!!

Task #3: Clean off Hoists

- Use the handbroom to sweep off the hoist runners into the dustpan
- Put the dustpan and handbroom away neatly!!!

Task #4: Clean A Piece Of Equipment

- **Ask the instructor** what equipment needs to be cleaned. Wipe it down using a damp cloth. If the equipment has oil on it use a cloth dampened with parts cleaner then wipe the equipment dry.

Task #5: Organize Tools In Tool Cupboards

- **Check that the tools currently in the tool cupboards are in the correct spot.**
- **Check the size and drive size of all sockets to be sure they are in the correct location**
- **Move all tools so they are in the correct locations.**

Task #6: Put Away Miscellaneous Shop Items

- Hang up all trouble lights, one per hook.
- Hang up all air hoses, one per hook.
- Pull all exhaust hoses to highest position and wind up rope.
- Look through the transportation area for other tools which have been left out and return them to their proper location.

Task #7: Check Cupboards for Missing Tools

- **Check all tool cupboards for missing tools, report any tools which are missing to the instructor.**

Task #8: Inspector

- Check that each task is complete, then report to the cleanup supervisor.
- Inspector #1 takes over the cleanup foreman's job if he or she is absent.
- **Anything not done, will be completed by the inspector.**

Task #9: Clean and Organize Welding Area

- Put scrap metal in the scarp metal bin.
- Check the valves on the mig welding and oxy-acetylene tanks to be sure they are closed.
- Put all helmets, goggles and clamps back in the correct spots.

Task #10: Protective Equipment

- Be sure all shop coats are hung on a hanger.
- Search the shop area for safety glasses and return them to the cupboard.
- Return all hearing protectors to the cupboard.

Task #11: Clean the Spray Booth

- roll all hoses up neatly
- throw all scrap paper and other garbage into garbage
- put the top on any open paint
- put paint cans back into cupboards

Task #12: Organize the Computer Area

- Move all the chairs so each computer station has one chair, except the taller stations near the center of the room which have stools.
- Pick up any scrap paper and put it in the recycling bin.
- Check for missing or misplaced manuals in the manual rack on the wall. Be sure the correct number of manuals are in each spot.
- Put away any manuals which were left out.
- Tell the Instructor if any manuals are missing.
- Check for computers which have not been returned to the menu system, be sure these are returned to the menu.

Task #13: Portable Computer Stations

- Make sure all portable computers are PROPERLY SHUT DOWN
- Unplug the portable computer stations.
- Spray a small amount of cleaner on a cloth and remove all marks and dirt.
- Return the computer stations to their original locations.

Task #14: Computer Stations Cleaning

- Spray a small amount of cleaner on a cloth and remove all marks and dirt from the computers, computer monitors and keyboards.

Task #15: Deliver Attendance Folder

- Wait until the period is ½ over, ask the instructor for the attendance folder.
- Deliver the folder to the attendance office.

Duties of the Cleanup Supervisor

- Get the cleanup binder for your class from the computer area.
- Use the cleanup assignment sheet to assign cleanup tasks to each member of the class.
- **Go to the computer area 15 minutes before class ends. Meet with the cleanup supervisors from the other areas. Announce the start of cleanup.**
- Mark an "A" in the box for people who are absent.
- The inspectors will come to you with the name and job number of those people finished their cleanup. Write the Inspector Number in the correct spot for any tasks which are complete. Place a check mark to indicated whether the inspector thought the person did more or less than expected.
- Once cleanup is complete get your instructor's signature.
- Return to the computer area and meet with the other cleanup supervisors.
- Cleanup Supervisor and Inspectors must report to the instructor.
- **Anything not done, the cleanup supervisor and inspectors are responsible to finish.**