

Cleanup

- Clean Computer Lab and Conference Room
- Clean front desk area and shelves
- Clean out overhead air filters in woodshop
- Clean Popcorn Maker
- Clean the water pitcher
- Clean wash tub and water fountain
- Deep clean coffee maker
- Dust and Sweep Forge Area
- Dust and Sweep Jewelry Area
- Dust and Sweep Metals Area
- Dust and Sweep Studio Area
- Dust and Sweep Woodshop Area
- Dust sheet metals area
- Empty leak catcher in custodial room
- Empty Shop Vacs & Clean Filters
- Lubricate door hinges
- Powder Coating - Sweep and Check Hoses
- Purge the scrap bins
- Verify Tool Tags (Physical & Digital)

Clean Computer Lab and Conference Room

Materials

For a disinfectant, you can use sanitizing spray (kept under the kitchen sink, with refills in the maintenance closet)

Apply disinfectant, wait three minutes, then wipe with a clean cloth or paper towel.

If we are out of disinfectant, submit a purchase request: <https://protohaven.org/purchasing>

Task List

- Disinfect all keyboards and mice.
- Dust off and wipe down all computers, tables, and chairs.
- Clean the whiteboards. (Do not touch areas that are marked "DO NOT ERASE" or similar.)
- Throw out any trash or debris. (Any loose papers should be placed on top of the printer in the conference room.)
- Tidy up any disorganized cables.

Clean front desk area and shelves

Task List

- Organize all hand tools. (Put similar tools close to each other and ensure power cables are nicely stowed.)
- Place any loose papers on the front desk in the desk organizer on the left hand side of the desk. Notify the #techs channel on Discord of what was placed there.
- Clean off the whiteboard to the side of the front desk.
- Tidy up any loose cables.
- Toss any trash.

Clean out overhead air filters in woodshop

Safety

- Wear eye protection.
- Wear a dust mask.

Cleaning the Filters

Do this when the woodshop is not actively in use.

1. Carefully lower the two overhead air filters in the woodshop using the winches mounted to the wall.
2. Vacuum out the filters and the catch bags inside.
3. Carefully raise the two overhead air filters in the woodshop using the winches mounted to the wall.

Clean Popcorn Maker

If the popcorn maker is already clean, you can just close out this task.

Clean Out Popcorn Compartment

1. Unplug the popcorn maker.
2. Remove any stale popcorn already in the popcorn maker.

Clean the Kettle

1. Unplug the kettle.
2. Lift the kettle up and out of the brackets.
3. Wash the kettle with soapy water. (Do not submerge the kettle.)
4. Let the kettle dry.
5. Put the kettle back on the brackets in the popcorn maker.
6. Plug in the kettle.

Clean the water pitcher

Clean Out the Pitcher

1. Remove the lid.
2. Wash and dry the lid.
3. Remove the top reservoir.
4. Remove the filter from the top reservoir and discard.
5. Wash and dry the top reservoir.
6. Wash and dry the pitcher.

Replace the Filter

Observe the filter replacement reminder sticker on the right side of the pitcher. If the current month is on or after the indicated "replace filter" date:

1. Insert a new Brita filter into the top reservoir following the instructions on the wrapper of the new filter.
2. Reassemble the pitcher.
3. Move the sticker so that it's indicating the current month on the "New Filter" column.

The last step is very important - if the indicator is not adjusted, we'll be wasting brand new filters every time this task is scheduled.

If you used the last replacement filter, file a purchase request:

- Purchase request: <https://protohaven.org/purchasing>
- Amazon link for replacement filters: <https://a.co/d/0wRp7dq>

Clean wash tub and water fountain

Wash Sink and Water Fountain

1. Remove and discard any debris from the sink.
2. Wash both sections of the sink and the top surface of the water fountain with soapy water.

If Barkeep's friend or other stainless steel cleaner is available, follow the directions on the cleaner and apply it to the sink and water fountain.

Be sure to rinse both sink sections and the water fountain with plenty of water after cleaning.

Deep clean coffee maker

Service manual: [Google Drive](#) / Local PDF: [DeLonghi Coffee Maker -216990-1.pdf](#)

Follow the instructions on page 10 of the manual.

Dust and Sweep Forge Area

Safety

- Wear a dust mask.
- Wear safety glasses.

Task List

Do not dust the interior of the forges as improper cleaning may damage the refractory material.

1. Use a shop vac or dust brush to remove dust from all visible surfaces, paying special attention to the tables, tool caddies, and other "installed" furniture in the space.
2. Sweep the floor.
3. Dispose of any debris in a nearby trash can.

Dust and Sweep Jewelry Area

Task List

1. Use a shop vac, dust brush, or water-dampened paper towel to remove dust from all visible surfaces. (Pay special attention to the central table and the L-shaped table with finishing tools.)
2. Wipe down the interior of the flame cabinet with a water-dampened paper towel.
3. Sweep the floor. (Use the shop vac in the jewelery area to pick up the sweepings - the shop vac collects metals that can be recovered.)
4. Report any unlabeled containers full of unknown liquids

Dust and Sweep Metals Area

Safety

- Wear a dust mask (if you do not have your own, disposable masks are available in the custodial room).

Task List

For each metal shop tool:

1. Use a shop vac or dust brush to remove dust from all visible surfaces.
2. Sweep the floors of the general metals, CNC plasma, welding, sand blasting, and precision metals areas.
3. Gathered debris should be tossed into the rolling trash cans.

Dust and Sweep Studio Area

For each tool in the studio:

- Use a shop vac or dust brush to remove dust from all visible surfaces.
- Sweep the floor of the studio.
- Dispose of any debris using the rolling trash cans.

Dust and Sweep Woodshop Area

Safety

- Turn on the woodshop dust collection.
- Wear a dust mask. (If you do not have your own, disposable masks are available in the custodial room.)
- Wear hearing protection. (The dust collection is loud.)

Task List

For each woodshop tool:

- Use a shop vac or dust brush to remove dust from all visible surfaces.
- If you are familiar with the bandsaws and table saw: remove any sawdust built up in the interior of these machines.
- Sweep the woodshop floor. (To make final cleanup easier, you can push piles of sawdust to the floor-level dust gates, turn on the main dust collector, then open and close the gate using the lever on the top.)
- Leave overhead dust collection (not the main unit) to run on HIGH for 10 minutes.
- Turn off dust collection.

Dust sheet metals area

Safety

- Wear a dust mask.
- Wear safety glasses.
- Unplug all electrical equipment before cleaning.

Task List

With a dry cloth, wipe down all external surfaces of the sheet metal tools:

- shear
- slip roller
- finger brake
- shrinker/stretcher
- turret punch
- notcher

Empty leak catcher in custodial room

In the Custodial Room (behind the Jewelry Area) there is a bucket labeled "Leak Catcher" under a water pipe on the left side of the room as you enter.

- If the bucket is more than half full, dump the water into the sink and return it to its position under the water pipe.
- If you see additional water on the floor or the bucket is very full, notify a tech lead.

Empty Shop Vacs & Clean Filters

Safety

- Wear a dust mask. (If you do not have your own, disposable masks are available in the custodial room.)
- Wear safety glasses.

Empty Shop Vacs and Service Filters

We have 11 shop vacs - two in precision metals (one for dry, one for wet), one at the powder booth, and four near the wood shop. Two at the lasers. One in textiles, .

For all shop vacs (except for the **special instructions**; see below):

1. Roll it to the dumpster outside.
2. Take off the top and dump the contents into the dumpster.
3. Remove filter from top; gently knock against the inside of the dumpster, then replace.
4. Visually check the filter for holes or punctures - if there are any, replace the filter and file a purchase request for additional filters.
5. Secure the lid back onto the main body.
6. Roll it back to where you found it.

Special Instructions

- The black "Wet Metals" vac typically contains aluminum, just dump it into the Aluminum trash can. Any coolant can be dumped into that trash can too.
- The 2 Orange Fein and the Powder coat vacuums have bags, check the bags, if they are nearing full, dump or replace the bags. New bags can be found in maintenance, on the left as you enter the room, near the floor. Place a purchase request if more bags are needed.
- The Jewelry vacuum has a bag and does not need to be changed, the metal in that bag gets sent to be recycled.

Lubricate door hinges

Lubricate Hinges

Add a little bit of oil to the hinges of each of the doors of:

- The ED Office
- Conference Room
- Staff Room
- Design Classroom
- Class Supply Room
- Maintenance Room
- Custodial Room
- Bathrooms
- Front Door
- All three doors leading out of the studio

Powder Coating - Sweep and Check Hoses

Service manual: <https://drive.google.com/file/d/1q-U4OK-cNpTEIOdnf1WNjkKID4I9B48k/view>

Safety

- Wear a dust mask.
- Wear safety glasses

Clean the Booth

1. Turn on the booth ventilation system
2. Use a broom to sweep the walls, ceiling, and floor of the booth.
3. Use the area shop vac to vacuum up any powder.
4. Turn off the booth ventilation system.
5. Thoroughly vacuum the exterior surfaces of the powder coating booth.
6. Sweep the floor around the powder booth and both the large and small ovens.
7. Take the shop vac out to the dumpster and empty it carefully - powder coat is a fine dust.

Inspect the Hoses

Inspect the air and powder hoses (both in the booth and by the control box) for sintering, kinking, or other degradation.

If you note any problems, file a tool report.

Tool report: <https://www.protohaven.org/maintenance>

Purge the scrap bins

Woodshop

In the woodshop free bin and the free board caddy in the lathe area, remove any wood that:

- Is painted or treated
- Has nails/metal inside
- Is heavily splintered
- Is "swiss-cheesed" with little material to use, etc.

Metalshop

In the metalshop materials bins in the powdercoating area, transfer any unsuitable metals from the suitable bin to the unsuitable bin. Unsuitable metals includes anything:

- Galvanized/coated
- Swiss-cheesed
- Any materials that aren't identifiable as aluminum or carbon steel

The "unsuitable" bin gets picked up by a service periodically. If it is excessively full, tag @TechLeads in your shift report so we can bug the appropriate people.

Studio

In the two scrap bins by the laser cutters:

- Remove any small/unusable pieces
- Remove any pieces not on the allowed materials list (see QR code posted on the top of laser 2)
- Break down any pieces with large voids so they fit nicely within the bins

Verify Tool Tags (Physical & Digital)

Compare Online and Physical Tool States:

1. Open <https://api.protohaven.org/techs>
2. Make a note of tools in a yellow or red state.
3. Visit each of the tools listed as red or yellow state and verify that there is a physical tag on the tool that matches that state. If the physical tag is missing, place a fresh one.
4. Scan for tools with physical tags that do not have a digital yellow or red state.
5. Update all tool reports to match the current state of the tool - this may not necessarily be exactly what the tag says. If you're unsure, ask on #maintenance.

Tool report link: <https://www.protohaven.org/maintenance>