

Safety

- Check fire extinguishers
- Check First Aid Kits for low levels of supply
- Check workshop outlets
- Clean welding helmets and jackets
- Clean/sanitize safety glasses & hearing protection
- Flush Eye Wash Station (Monthly)
- Test & vacuum CO detector
- Test emergency lighting
- Welding fume extractor - check filter

Check fire extinguishers

Fire extinguishers are located in the following areas:

- Kitchen
- Wood Shop
- Maintenance Room
- Blacksmithing
- Front Entrance

For each fire extinguisher:

1. Verify that all fire extinguishers are pressurized (indicator is in the green range).
2. Verify that they are within their inspection time frame.

If any fire extinguishers within a year of being out of inspection, file a tool report to handle retesting/replacement.

Tool report: <https://airtable.com/appbIIORlmbIxNU1L/shrluff2WSzy8c3xd>

Check First Aid Kits for low levels of supply

Check the inventory for the first aid kits and submit purchase requests if anything is needed - especially bandages as they disappear quickly.

There are three first aid kits - one each in the Kitchen, Woodshop, and Forge.

Purchase request: <https://protohaven.org/purchasing>

Check workshop outlets

Check all electrical outlets on ceiling drops and floor runs for loose outlets and/or cable clamps, improper use of "punch-out" junction boxes, or improper use of "power strips" not installed and used in accordance with instructions included in the listing, labeling or certification.

If you find any loose parts on the outlet drops, submit a maintenance request.

Maintenance request: <https://airtable.com/appbIIORlmbIxNU1L/shrluff2WSzy8c3xd>

Clean welding helmets and jackets

Gloves

Inspect gloves. Put in a purchase request for any pairs that have holes or excessive wear (don't throw them out until we have replacements)

- Purchase request: <https://protohaven.org/purchasing>

Helmets

1. Make a purchase request if the helmet is nonfunctional:
 - a. If there are holes or excessive wear
 - b. If the head strap is broken
 - c. If the lens is difficult to see through
2. Confirm the helmets auto-darken - shine a phone light on them or take them into direct sunlight
3. Wipe surfaces with a damp cloth

Jackets

1. Inspect and report any holes, wear, or more than 3 missing buttons
2. If any are excessively dirty, file a tool report so they can be machine washed (warm water, regular detergent, high water level)

Clean/sanitize safety glasses & hearing protection

Materials

For a disinfectant, you can use:

- Sanitizing wipes (kept in the maintenance closet)
- Sanitizing spray (kept under the kitchen sink, with refills in the maintenance closet)
- Alcohol

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

If we are out of disinfectant, submit a purchase request:

- Purchase request: <https://protohaven.org/purchasing>

Task List

Clean the safety glasses and hearing protection in all of the following areas:

- Left of the the door by the kitchen.
- Left of the door by the textiles/electronics in the studio.
- Left of the door in the woodshop.
- Hanging off the caddies in the wood and general metals areas.

Flush Eye Wash Station (Monthly)

Flush the Eyewash Station

Run the eyewash station for 1-3 minutes. (This flushes any stagnant water from the line.)

Test & vacuum CO detector

The carbon monoxide detector is a small white plastic device located on the interior wall of the custodial room just to the right of the door.

Test CO Detector

- Push the test button on the carbon monoxide detector.
- If it doesn't beep, the batteries are likely low and need to be replaced: file a tool report.
- Tool report: <https://airtable.com/appbIIORImblxNU1L/shrluff2WSzy8c3xd>

Vacuum CO Detector Grate

Use a shop vac to vacuum out any debris from the plastic grate on the carbon monoxide detector.

Do not use the shop vac assigned to the jewelry area. (The jewelry area shop vac should only be used for metals.)

Test emergency lighting

Test Emergency Lighting

Turn off breaker 13 in panel A. (This breaker powers the emergency lighting.)

With the breaker off, confirm emergency lights are working in the following areas:

- by the bathrooms
- in the studio / front half of the building
- in the woodshop
- in the forge / loading bay

If any lights are not working, create a new tool report.

- Tool report: <https://airtable.com/appbIIORlmbIxNU1L/shrluff2WSzy8c3xd>

Welding fume extractor - check filter

Service Fume Extractor Filter

1. Check the filter gauge at the base of the machine.
2. if the gauge indicates replacement is needed, fetch (or purchase request) a new one and swap the old one out.

- Purchase request: <https://protohaven.org/purchasing>