Closing Shift

Shutting down the shop for the night.

- One hour before closing, announce and/or notify all members in the shop that your shift is ending and you will be closing the shop down. Politely ask all non-Pro Members to begin cleaning up and preparing to leave, and remind all members to reserve a storage space for anything they are leaving at the shop. Non-Pro Members may not stay after hours, even if a Pro Member is present.
- Submit an end-of-shift report and log anything noteworthy that happened during your shift.
- Walk through the shop and return any tools sitting out or in the wrong crib to the appropriate place. If an area is in significant disarray, make sure it's discussed in your end of shift report.
- Check and turn off the pickle pots in the jewelry area.
- Close valve on propane bottle for Forge.
- Close valves on gas bottles and purge pressure in the welding area.
- Check and turn off the Sandblaster cabinet, (switch is on the top left of the cabinet).
- Check and turn off control boxes for cnc plasma and cnc router.
- Close all dust collection blast gates except for the table saws and planer.
- Turn off the overhead air filters in the woodshop area.
- Turn off power to Table Saws using the little red/yellow switch.
- Ensure Soldering Stations are unplugged.
- Turn off all hub and classroom computers.
- Turn off the vinyl cutter and heat press in the graphics area.
- Ensure all other tools (sandblaster, CNC plasma/router, etc.) are turned off.
- Place abandoned items in scrap bins or in the lost and found. Place a pink "Paid Storage Required" notice with today's date on any projects or materials that have been left sitting out, or in lockers, shelves, or other storage areas with no storage receipt. If the owner of the items left out is known, use the Dashboard to submit an Unpaid Storage Form so that they may be billed for storage.
- Empty at least one trash can into the dumpster. Return trash cans to their appropriate area.
- Check the red trash bin underneath the pipe bender for oily rags; if there are any rags in the bin, spread them out on the floor of the loading bay to dry overnight. Morning shift will throw them out.
- Wipe down the countertops and tables in the kitchen with disinfectant.
- Empty coffee pot if needed.
- Ensure all kitchen appliances are powered off or unplugged.
- Return the phone to the charging cradle.
- Turn off any of the TVs in the studio that are on.
- Lockup:
    - Ensure both back doors are closed and latched

    - Ensure all windows are closed and latched
    - Lock the Front Door
    - Ensure Garage doors have the broom handle and latch in place.
- Turn Off Lights
    - Switches: Main entrance, Double doors
    - Turn off the breakers in Panel B marked with painters tape # 7, 9, 15, 19, 21, 23, 29
    - Close all office, conference, and classroom doors
- Exit through the loading dock door into the parking lot

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