# Opening Shift

Getting the shop ready for the day.

- Unlock the front door using the August app.
- Turn on the lights:
  - Switches: Main entrance, Double doors
  - Turn on the breakers in Panel B marked with painters tape # 7, 9, 15, 19, 21, 23, 29
- Take the phone from the charging cradle and make sure it is always with one of the techs during the shift.
- ***Before 10am!*** Check Oil Level on the Air Compressor. Checking oil level needs to be done after it's been off for at least 10 minutes and before the air compressor is scheduled to turn on at 10am. There is a window on the back side away from the air tank. Use your phone flashlight to look through the window and verify that oil is visible at the halfway mark in the sight glass.
- Confirm the compressor is timed to turn on - check ~15-20 mins after open to make sure the air pressure is good and the compressor is listed as "in set" on the display.
  - Check for moisture in the Air compressor tank, file tool report if more than a mist of water is found.
- Open the Protohaven Dashboard on the Front Desk computer and log-in to the Protohaven Workshop Google account (workshop@protohaven.org).
- If any Isotunes headphones were left charging overnight, return them to the rack.
- 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, notify staff.
- Place abandoned items in scrap bins or in the lost and found.
- Follow the "storage violation" process outlined later in this document - adding new violations and notifying if active violations are no longer present.
- Check the kitchen trash bag, and pull it out if more than half full or smelly, and take it to the dumpster. Replace the bag. *The lids of the dumpster must be able to close or the shop will be fined.* If the dumpster is too full to add more to, condense the trash to a couple of bins inside the back door so it can be thrown away after the next trash pickup. Dump Studio trash into one bin if possible and take that to the dumpster along with trash from the wood shop, metals areas, offices, forge and jewelry areas. Return trash cans to their appropriate area! Make arrangements for full recycling containers to be emptied at Construction Junction.
- Wipe down surfaces, keyboards, and mice in the Studio with disinfectant wipes.
- Throw out any oily rags left on the loading bay floor (left out by evening shift)
- Turn on the TV by the Lost & Found by tapping the front of the bezel by the power icon, then wake the attached laptop by lifting and closing the lid.
- Ensure the blade guards are installed on both table saws.
- Summer: Water plants on pallets out front. Green watering can is by front door.

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