

CRAFT ROOM CLEANING LIST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Clean up individual projects BEFORE clean up begins					
2. Return all tools to proper homes					
3. Clear off higher surfaces (tables, island, chairs, etc.)					
4. Wipe down surfaces					
5. Clear safe paths in the cages					
6. Clear areas around fire extinguishers and fire exits					
7. Empty washer and dryer					
8. Make sure oven/stove/drying cabinet are off					
9. SWEEP					
10. Empty trash (including kitchen trash)					
11. Turn Off Powerstrip in Personal Tool Room					
12. Close Lock-Up					
13. Close Personal Tool Room (if not in use)					
14. Clean Out Unlabeled or Old Food from Fridge	x	x	x	x	

PAINT SINK CLEANING LIST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Wash all cups, brushes, and tools					
2. Wash out leftover paint/debris from sink					
3. Hang brushes and tools up to dry					
4. Put cups back where they belong					
5. Clean out the Paint Trap	x	x	x	x	

CLEANUP BEGINS **15MIN** BEFORE CREW ENDS. FRIDAY CLEANUP BEGINS **30MIN** BEFORE CREW ENDS.

CHECK OFF TASK ONCE COMPLETED

CARP SHOP CLEANING LIST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Clean up individual projects BEFORE clean up begins					
2. Return tools to proper home					
3. Clear off work tables/surfaces					
4. Reset all saws/tools back to original settings					
5. Vacuum shop equipment if used					
6. Sweep off tables/tools					
7. SWEEP floor					
8. Empty Trash					
9. Tarp/Cover all large tools					
10. Turn off air compressor valves					
11. Turn off spray booth fan					
12. Close and lock tool room					
13. Turn off Yellow marked breakers					
14. Dust mop after first sweep	x	x	x	x	
15. Vacuum stacked goods and stock	x	x	x	x	
16. Vacuum under tools, tables, and along walls	x	x	x	x	
17. GREEN SWEEP	x	x	x	x	

CLEANUP BEGINS **15MIN** BEFORE CREW ENDS. FRIDAY CLEANUP BEGINS **30MIN** BEFORE CREW ENDS.

***INITIAL TASK ONCE COMPLETED**

PRODUCTION SUITE CLEANING LIST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Clean up individual projects					
2. Dispose of all food trash immediately					
3. Turn off fan					
4. Make sure plotter is covered with tarp					
5. SWEEP					
6. Wipe down all tables					
7. Make sure arm of paper cutter is down and locked					
8. Shut lights & lock doors					
9. Take out all trash	X	X	X	X	

CLEANUP BEGINS **15MIN** BEFORE CREW ENDS. FRIDAY CLEANUP BEGINS **30MIN** BEFORE CREW ENDS.

***INITIAL TASK ONCE COMPLETED**

SOFT GOODS CLEANING LIST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Clean up individual projects BEFORE clean up begins					
2. Clear off work tables and other surfaces					
3. Make sure all tools are unplugged (irons, staplers, etc.)					
4. Put away all materials and tools					
5. Vacuum/De-lint fabric table					
7. SWEEP					
8. Empty trash					
9. Shut off lights and lock doors					
10. Clean Glowforge if used during the week	X	X	X	X	
11. Run Cleaning Maintenance on Epson Plotter	X	X	X	X	

CLEANUP BEGINS **15MIN** BEFORE CREW ENDS. FRIDAY CLEANUP BEGINS **30MIN** BEFORE CREW ENDS.

***INITIAL TASK ONCE COMPLETED**

SPRAY BOOTH CLEANING LIST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Clean up individual projects BEFORE clean up begins					
2. Clear off work tables and other surfaces					
3. Put away any paint/spray cans being used					
4. Clear walk ways if leaving projects overnight					
5. Consolidate used/bad paint cans to trash pile					
6. SWEEP					
7. Shut off Spray Booth and outside circulation					
8. Lock outside door, close all doors.					

CLEANUP BEGINS **15MIN** BEFORE CREW ENDS. FRIDAY CLEANUP BEGINS **30MIN** BEFORE CREW ENDS.

***INITIAL TASK ONCE COMPLETED**

SMITHING BOOTH CLEANING LIST		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Clean up individual projects BEFORE clean up begins						
2. Clear off work tables and other surfaces						
3. Turn off gas forges and empty line						
4. Put away any hammers/tongs/anvil accessories						
5. Empty quench bucket and take out any metal						
6. Tarp the tool chest and coal forge						
7. Garbage bag the anvils						
8. SWEEP						
9. Close far door and put the padlock through (DO NOT LOCK PADLOCK)						
10. Turn off lights and close other door						
CLEANUP BEGINS 15MIN BEFORE CREW ENDS						
*INITIAL TASK ONCE COMPLETED						