

Cleaning the Shop

Each user and shop attendant has the responsibility to keep the Guild shop clean. This is important for three reasons:

1. Respect for each other as shop users
2. Health
3. SAFETY

Our challenge is to leave the Shop cleaner than we found it. We can do that by keeping the following concepts in mind:

1. **DUST.** Wood dust is a threat to our lungs and can cause allergic reactions. It makes floors slippery. It may also create a risk to safe and accurate equipment usage. It can result in machine breakdowns and pose a risk of fire.
2. **WOOD SCRAPS:** Uncollected wood scraps can easily become projectiles when not cleared from equipment and can pose tripping and falling risks when on the floor.
3. **ORGANIZATION:** Tools and supplies (including chairs) that are not returned to their designated location result in lost time and frustration for users who cannot find what they need.
4. **GENERAL SHOP CLEANLINESS:** The cleanliness level of the Shop sends a message about the level of care and pride we take in operating our own Shop.

ROUTINE RESPONSIBILITIES FOR SHOP USERS:

1. Use the dust collector or the best available practices to minimize dust when using power equipment.
2. Pick up scrap wood during shop usage and place it in designated locations. Solid wood in scrap bins, particle board, melamine, or plywood scraps in trash bins.
3. Clean up the collected dust on machines when completing your work on that machine, leaving it clean for the next user. Use HEPA vacuums rather than compressed air or sweeping whenever possible.
4. Put away tools and supplies as soon as you are done using them.
5. Leave the restroom clean and pleasant for the next user. That includes replacing supplies that may have run out.