

STUDY GUIDE CLEAN SHOP/SAFE SHOP

NAME: _____

CLASS OR PERIOD: _____

DATE OF INSTRUCTION: _____

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|---|---|
| <p>1. When clean-up time is announced, stop what you are doing as soon as it is <i>safe</i> to stop. For example: If you are using a power tool, complete the cut you're making, <i>then</i> turn off the machine. <input type="checkbox"/></p> | <p>12. Adjust power equipment to its normal operating condition. If major adjustments are necessary, disconnect the equipment first. <input type="checkbox"/></p> |
| <p>2. Check the condition of the hand tools you've used. Be sure they are clean and sharp. Bring any dull or defective tools to the attention of the instructor. <input type="checkbox"/></p> | <p>13. Connect power equipment that has been disconnected for major re-adjustments. <input type="checkbox"/></p> |
| <p>3. Put projects in the assigned storage areas. <input type="checkbox"/></p> | <p>14. Use a bench brush to clean all the work surfaces. Avoid raising a lot of dust when you use the brush. <input type="checkbox"/></p> |
| <p>4. Return tools and equipment to their assigned storage areas. <input type="checkbox"/></p> | <p>15. If there's a compressed air hose in the shop, use it <i>only</i> with the instructor's permission. Use it only for those areas which can't be cleaned with a brush, and <i>never</i> aim the air hose at yourself or anyone else. <input type="checkbox"/></p> |
| <p>5. Make sure all containers of glue or finishing materials are sealed and returned to their storage areas. <input type="checkbox"/></p> | <p>16. Clean the power equipment thoroughly. Remove all dust and litter. Sweep the floor around the front, sides <i>and</i> back of the machines. <input type="checkbox"/></p> |
| <p>6. Put used rags in the approved, covered metal containers. <input type="checkbox"/></p> | <p>17. Sweep the floor of the shop thoroughly. <input type="checkbox"/></p> |
| <p>7. Return unused nails, screws and other hardware to their storage areas. <input type="checkbox"/></p> | <p>18. Close all bench vises and see that all drawers and cabinet doors are closed. <input type="checkbox"/></p> |
| <p>8. All clamps that are not in use should be back in their assigned racks or storage areas. <input type="checkbox"/></p> | <p>19. Avoid raising dust when you sweep. Breathing wood dust can be very harmful to everyone in the shop. <input type="checkbox"/></p> |
| <p>9. Return usable wood to the lumber storage area. <input type="checkbox"/></p> | <p>20. Report any unsafe conditions you see. <input type="checkbox"/></p> |
| <p>10. Pick up scraps and put them in the scrap bins. <input type="checkbox"/></p> | <p>21. If you finish your clean-up assignments early, help someone else. <input type="checkbox"/></p> |
| <p>11. Make sure all power equipment has been turned off. <input type="checkbox"/></p> | |

22**CHECK LIST
CLEAN SHOP/SAFE SHOP**

NAME: _____

CLASS OR PERIOD: _____

DATE: _____ SCORE: _____

	M	T	W	Th	F
1. Projects are stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All tools and equipment have been returned and accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Glue containers and finishing materials are sealed and stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Used rags are all in assigned containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All unused hardware has been returned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Unused clamps are in their storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Usable wood has been returned to storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Scraps have been picked up and placed in scrap bins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. All power equipment is switched off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All power equipment has been adjusted to normal operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Power equipment that was disconnected for major adjustment has been reconnected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. All work surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. All areas around equipment are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Shop floor is swept and clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Bench vises, drawers and cabinet doors are closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>