

Laboratory Clean-Up Responsibilities

GROUP A:

- **clean off and sweep around ALL machines WITH THE POWER OFF**

GROUP B:

- **Sweep floors**
- **Turn on/off dust collector when given permission by instructor**
- **Empty dustpan dirt into trash and sawdust into dust collector**

GROUP C:

- **Put away safety glasses and organize safety glass cabinet**
- **Return loose tools to proper location in tool cabinet**
- **Unplug all hand tools and glue guns**

GROUP D:

- **Sweep off tabletops**
- **Scrape hot glue or paint off of tables**
- **Collect reusable scrap materials and organize in scrap bin**
- **Collect and CAREFULLY store any projects lying out**

GROUP E:

- **Close paint/stain/polyurethane containers, place in flammable liquid cabinet**
- **Organize and close flammable liquid cabinet**
- **Clean up finishing room or finishing area**

**Anyone finished with their responsibilities should help other groups finish their responsibilities.*

**Notify the instructor immediately of all problems/issues you notice with any of the equipment, tools, and materials.*