

# Daily Shop Clean-Up Checklist

	Initial
<b>Shop Area</b>	
All water bottles & drinks are thrown out.	
All tools are back in the correct toolboxes.	
All mobile tools are back in mobile tool storage.	
All chairs/stools are back in the correct locations.	
All wood and metal stock is back in storage.	
All hardware is put up in worktable bins/robot storage (all table surfaces clear).	
Dust and Lose Hold downs cleaned from CNC.	
CNC Machine Set to T0 and Parked.	
The floor is swept.	
All loose trash is thrown out.	
All trash cans are emptied into the dumpster.	

<b>Computer Lab / Engineering Classes</b>	
All water bottles & drinks are thrown out.	
All rolling chairs are removed.	
All computer chairs are pushed back in.	
All computers are turned off.	
The carpet is swept and vacuumed.	
All loose trash is thrown out.	
All trash cans are emptied into dumpsters.	

<b>Field Room / Construction Classes</b>	
All water bottles & drinks are thrown out.	
All tools are back in the correct toolboxes. (all table surfaces clear)	
The field is set up nicely. (game elements stored in cabinet)	
All stools and desks are placed back in the classroom position.	
The carpet is swept and vacuumed.	
All loose trash is thrown out.	
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Additional Closing notes:

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