



# SUPERVISORS CLOSING CHECKLIST

Use this checklist to ensure that the Shed is closed correctly.

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- Turn off the dust extractor 15 minutes before end of shift. Check that shakers have stopped. Check level of dust in bins. Turn red switch (on side of control panel) off.
  - Ensure all members have cleaned the benchtops and equipment they have used and adjacent floor area
  - Check there are no members out the back. and close back door
  - Release the tension on the bandsaws, turn off switch and put covers on
  - Empty all rubbish bins into Red bin
  - Bring in A-frame sign & flag.
  - Tuesday afternoon, Red Bin to be put out for rubbish collection. Put out Blue bin as per schedule.
  - Switch off the ZIP hot water heater
  - Obtain a blank supervisor report form from the file, add your name & date and other details and they occur
  - Complete Supervisor's report as required
  - Switch off master switch & lights
  - Close front doors and lock

