



SUPERVISORS OPENING CHECKLIST

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

-
- Unlock the front doors and prop open
 - Switch on the power & lights
 - Sign in to the Members' attendance register
 - Put on the supervisor's vest & your name tag
 - Put the A-frame sign on the medium strip & flag in the holder
 - If there are any empty bins bring them in.
 - Check the supervisor's report from the previous day
 - Switch on the ZIP hot water heater
 - Uncover the machines and tension the bandsaws
 - Turn on the main power isolator to the dust extractor
 - Obtain a blank supervisor report form from the file, add your name & date and other details and they occur
 - Turn on dust filters over the sawstops with remote control
 - Check heart defibrillator for green arrow indicating battery is ok

