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