



# Leader Training Topic:

These procedures cover the processes and tasks required to correctly lock up the facility each day.

August 6, 2024

# CNC

- Remove all tools from the machine spindles.
- Turn machines to the OFF home position.
- Turn all machines OFF.
- Turn the air compressors OFF.
- Organize the department area.
- Ensure there are no overflowing trash cans.
- Turn all fans OFF.
- Close and lock container doors.
- Close and lock all doors
  - 3 pedestrian exit doors
  - Roll down door
- Turn lights OFF.



# Gunsmith

- Turn Mill 1 & 2 OFF.
- Place all tools and drills in the correct toolbox.
- Turn all fans OFF.
- Shut down the air compressor.
- Close and latch the roll down door.
- Close and lock the pedestrian exit door.
- In the grinding room:
  - Turn all grinders OFF.
  - Turn fans OFF.
  - Turn lights OFF.
  - Turn OFF exhaust fans.
  - Close both doors.

Turn off pressure washer

Turn off water spigot



# Plugging & Layup

- Turn OFF fans.
  - Break out area
  - Layup room
  - Assembly area
- Close container doors
- Turn OFF lights.
  - Mixing shed
  - Break out area
  - Break room
  - Hot room
  - Layup room
- Close the door to the mixing shed.
- Ensure the oven timers are set to turn off OFF.
- Close and latch both roll down doors in the oven area.
- Close the pedestrian exit door.




# Paint

- Clean and break down paint guns.
- Turn OFF paint booth fan and lights.
- Turn OFF air compressor.
- Turn OFF all fans.
- Turn OFF all Z-rack lights.
- Close all cabinets and the paint closet.



# General Tasks

- Turn OFF bathroom lights.
  - Make sure the coffee pot is OFF.
  - Verify all air compressors are OFF.
  - Close and lock all container doors.
  - Close and latch the roll down doors.
  - Turn OFF overhead fans.
  - Ensure all lights are OFF.
  - Lock all external doors.
  - Ensure the security gate closes.
  - Check the front office - if you are the last person to leave, set the alarm and lock the front door.
  - Walk through the sanding shed turn off lights and remove tools
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# Front Office

- Turn OFF the dehumidifier.
- Ensure bathroom and office lights are OFF.
- Ensure hall and porch lights are ON.
- Check the back building - if you are the last person to leave, set the alarm and lock the front door.
- Ensure the security gate is closed.



# Questions - Changes?

final walk through turn off lights in cnc area

Glenn create a final walk through calendar for leaders

