

Nolop weekly maintenance tasks

| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------|--|--|---|---|---|---|--------------------------|
| 9 AM | ← | | check for missing tools | | | | → |
| | vacuum around 3D printers | sweep left side | sweep right side | sweep red zone | sweep left side | sweep right side | sweep red zone |
| 11 AM | | erase whiteboards right side | | replenish whiteboard markers | | erase whiteboards left side | |
| | clean purple laser lens, run test cuts | clean blue laser lens, run test cuts | vacuum drill table | clean purple laser lens, run test cuts | replenish 3D printer filament | clean blue laser lens, run test cuts | vacuum drill table |
| 1 PM | | | | | | | |
| | organize dowels, pipes, rods | deploy parking tickets | clean sinks | deploy parking tickets | clean sinks | replenish bolts and screws | organize wood scrap bins |
| 3 PM | | | | | | | |
| | organize red zone | neaten electronics bench and stained glass | neaten sewing stuff | neaten electronics bench and stained glass | neaten sewing stuff | empty big dust collector in red zone | vacuum around scroll saw |
| 5 PM | | | | | | | |
| | cycle lost and found bins | empty shop vac 1, replace bag if needed | empty shop vac 2, replace bag if needed | empty shop vac 3, replace bag if needed | empty shop vac 4, replace bag if needed | purge flyers and remove tape from floor | |
| 7 PM | | | | | | | |
| | organize glue and tape cabinet | vacuum out bed of blue laser | organize laser scrap bin | replenish drill bits replenish first aid | vacuum out bed of purple laser | | |
| CLOSE | ← | | general table clean; put away tools | | | | → |
| | stools up left side | stools up right side | stools up red zone | stools up left side | stools up right side | stools up red zone | |