



## Shop Daily Procedures

### Top of Day

- Turn on scene shop lights (switch on the right side of the loading dock door)
- Unlock tool room
- Before using a machine connected to the dust collection system, turn on the dust collector (switch on the left side of the loading dock door)
- If you know you will be using a MEWP today, begin the MEWP's pre-use inspection checklist

### End of Day

- Unplug and coil/return all extension cords and air hoses to their rack
- Return all hand tools to the tool room
- Sweep any areas that have become dusty over the course of the day
- Make sure that all egress pathways are clear
- Turn off dust collector (switch near the left side of the loading dock door)
- Turn off all MEWPs, return keys to key box, and make sure all are plugged in and charging
- Check that all lights are turned off
  - Barber lights: panel on south wall, backstage right (check with electricians shop to make sure they have finished their work for the day)
  - Louis lights: panel on north wall, upstage right (check with electricians shop to make sure they have finished their work for the day)
  - Soft goods area: switch next to northernmost door
  - Spray area: switch on east wall
  - Prop shop floor: switch on north wall next to dado saw
  - CNC area: switch on east wall
  - Welding area: switch on east wall to the right of breaker boxes
  - Drill press area: switch to the right of drill press
  - Welding vent hood: switch on the west side of the hood
  - Tool room: to the right when exiting the tool room
  - Blue room: on the north wall, hidden under paper storage shelves
  - Office light: to the right when exiting the office
  - Scene shop/paint shop: switch on the right side of the loading dock door
- Check that ventilation systems in spray area and welding vent hood are turned off
- Check that all doors are closed and locked
  - Soft goods door
  - Loading doors next to CNC area
  - Barber loading doors
  - Barber hallway doors
  - Welding area door
  - Loading doors in paint shop
  - Louis loading doors
  - Louis hallway doors



# Northwestern University

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Shop Daily Procedures  
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- Tool room doors
- Blue room door
- Airlock doors
- Office doors
- Loading dock door