

WOODSHOP CLEANING REFERENCE GUIDE

TASK #1 Overhead Air Filters:

- 1) Prop open the front door and turn on the 2 shop exhaust fans;
- 2) Pull the cords on the two green overhead air filters to turn them off.
- 3) At the switch by the door, turn off the two white overhead air filters.
- 4) Using the small stepladder, remove the screens on all 4 units.
- 5) Pull out the fabric filter bags and carry them outside. Pull the air compressor hose by the door outside and blow out the filter bags in one direction. Turn them inside out, blow out again, then turn them rightside out.
- 6) Re-install in the overhead units.

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TASK #2 Shop Blowdown, Floor Cleaning and Trash Cans:

- 1) Using portable leaf blowers, starting high above the floor, blow down saw dust from the tops of machines, shelving, tables and walls.
- 2) Do a final blowdown across horizontal surfaces and under the benches and cabinets to move sawdust to the floor.
- 3) Get the dust into the aisles for sweeping and vacuuming.
- 4) Put away the blowers and allow the dust in the air to settle.
- 5) Using the Shop Vacs designated "Cleaning" and the floor wands, vacuum the floor under tables, machines and aisles from each end of the shop to the middle.
- 6) Vacuum the front door entrance mats.
- 7) Consolidate all the collected sawdust and wood scraps into the trash cans and leave them outside in the parking lot.

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TASK #3 Vacuums:

- 1) Remove the filters inside the shop vacs. Take them outside.

Air Method

- A) Using the air nozzle on the air compressor hose, start on the inside of the filters and blow the saw dust out in to the yard. Go top to bottom and all around to get the dust out of the pleats of the filters.
- B) Make sure the top and bottom of the filters are blown clean as well.
- C) Reinstall the filters in the vacuums.

Water Method

- A) Attach the hose nozzle (kept in the kiosk drawer) on the hose outside to the right on the entrance door to the shop.
- B) Using moderate water flow and wide spray pattern, hose off the filters of all saw dust.
- C) Allow them to drain outside for a few minutes and then bring them inside to the shelf to the left of the kiosk.
- D) Pick up dry filters off the shelf from the week before and re-install these in the shop vacs.

VACUUM INVENTORY (turn over page)

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VACUUM INVENTORY

There are 12 total vacuums. 7 are “dedicated” (connected) to machines for saw dust collection. 5 are “cleaning” and may be moved about the shop for vacuuming.

<u>Number</u>	<u>Location</u>	<u>Purpose</u>
#1	Under spindle sander table	Dedicated
#2	Under the miter saw bench	Cleaning
#18	Under the miter saw bench	Dedicated
#3	Under rear table of SawStop #1	Dedicated
#10	Under rear table of SawStop #1	Dedicated
#4	To the left of the Jet Band Saw	Cleaning
#5	Under front table of SawStop #2	Cleaning
#7	Next to grinder – cyclone attached	Cleaning
#14	Under rear table of SawStop #2	Dedicated
#16	Under rear table of SawStop #2	Dedicated
#12	Under right front of SawStop #2 for flatmaster sander	Dedicated
#11	Under Zyliss vise workbench	Cleaning

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Task #4 Machine Dust Bins

- 1) The miter saw table has a 5 gallon bucket that needs to be emptied. Follow the directions on the bucket holder.
- 2) SawStop #1 and SawStop #2 each have a wood box bin that needs to be emptied. Follow directions on the bin to open it.
- 3) After emptying the bins, the vacuum function must be tested.
 - a) Turn off the power to the saws at the main switch.
 - b) Each SawStop has a 3 position toggle switch on the left side under the table. The up position is normal saw and vacuum function. The middle position is vacuum off. The bottom is vacuum only. Turn the switch to this position to start the vacuums.
 - c) Remove the red throat plate around the blade. Sprinkle some saw dust in front of the blade and it should be sucked up into the vacuum collector.
 - d) If it is not working, the system may be plugged. The hose underneath from the bin to the vacuums should be pulled open to check for clogging. The videos on the website show how this check is performed.
- 4) Check and empty the planer chip collector bin. Follow the instructions on the bin to open. Feel the bottom of the cloth dust bag. If it is more than 6 inches full, remove the band clamp and empty the bag.
- 5) Check the router /jointer cloth dust bag. If it is more than 6 inches full, remove the band clamp and empty the bag.
- 6) Empty the red chip bin next to the planer
- 7) Empty the gray chip bin next to the main dust collector

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Task #5 Miscellaneous Items

- 1) Draining the condensate from the air compressor – Make sure there is air in the tank. Place the vinyl hose at the bottom into the drip pan and open the valve.
- 2) Remove excess scrap wood from underneath table #3. Dispose of scrap pieces that have no further purpose into the trash cans.
- 3) Check the bulletin board for old postings and remove any that are a month old.
- 4) Tape a paper tag with today's date on any items that are on the 'Free' table to the left of the kiosk. If previous tagged items are over 2 weeks old, discard them.
- 5) Make a note on the white board if anything requires further attention, ie: inoperable, damaged, broken equipment.
- 6) Sign out, turn off the fans and lights, close the door and go home. Thanks for a job well done