Guidelines for Cleaning

- 1. Turn off power to the machine before cleaning. This will avoid accidentally starting the machine and injuring yourself.
- 2. Remove cutting tools. Take out drill bits, mills and remove lathe tools to reduce the chances of getting cut. On the table saw lower the blade completely.
- 3. Put away all hand tools and other items around the tool so that you don't make them dirtier.
- 4. Clean chips from the tool, the chip pans.
- 5. Put a light coat of way oil on the machine ways. Ask staff to show you where this oil is kept.
- 6. Sweep the floor in the area where you have been working.
- 7. Do not over use compressed air. Do not blow air into the bearing surfaces, and do not scatter chips all over the shop. Sometimes a shop vacuum works better than the air gun.
- 8. Report missing, broken or damaged tools to shop staff.
- 9. Spend five minutes on general cleaning around the shop. We're all in this together.