

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.