




# Nolop weekly maintenance tasks

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9 AM	 vacuum around 3D printers	sweep left side	sweep right side	<div>check for missing tools</div> sweep red zone	sweep left side	sweep right side	 sweep red zone
11 AM	clean purple laser lens, run test cuts	erase whiteboards right side clean blue laser lens, run test cuts	vacuum drill table	replenish markers for whiteboards clean purple laser lens, run test cuts	replenish 3D printer filament	erase whiteboards left side 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	refill boxes of drill bits	vacuum out bed of purple laser		
CLOSE	 stools up left side	stools up right side	<div>general table clean; put away tools</div> stools up red zone	stools up left side	stools up right side	stools up red zone	