

Nolop weekly maintenance tasks

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9 AM		←	check for missing tools			→	
		sweep left side	sweep right side	sweep red zone	sweep left side	sweep right side	
11 AM	clean purple laser lens, run test cuts	erase whiteboards right side clean blue laser lens, run test cuts	vacuum drill table	replenish whiteboard markers clean purple laser lens, run test cuts	replenish 3D printer filament	erase whiteboards left side clean blue laser lens, run test cuts	
1 PM	organize dowels, pipes, rods	deploy parking tickets	clean sinks organize wood scrap bins	deploy parking tickets	clean sinks organize wood scrap bins	replenish bolts and screws	
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	
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 old flyers and remove tape from floor	
7 PM	organize glue and tape cabinet	vacuum out bed of blue laser	organize laser scrap bin	replenish drill bits replenish first aid	vacuum out bed of purple laser		
CLOSE	←	general table clean; put away tools			→		
	stools up left side	stools up right side	stools up red zone	stools up left side	stools up right side	vacuum around 3D printers	