

Nolop weekly maintenance tasks

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9 AM		←	check for missing tools			→	
		sweep left side	sweep right side		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/vise table near sink	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	sweep red zone deploy parking tickets	clean sinks organize wood scrap bins	sweep red zone deploy parking tickets	clean sinks organize wood scrap bins	replenish bolts and screws update status of all 3D printers	
3 PM	organize red zone	neaten electronics bench and stained glass	neaten sewing stuff	police parking tickets	neaten electronics bench and stained glass	empty big dust collector in red zone	
5 PM	cycle lost and found bins	vacuum around 3D printers	empty shop vac 1 + 2, replace bag if needed	vacuum around 3D printers	empty shop vac 1 + 2, 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		