Wood Shop Weekly Cleaning Checklist Month: _____

Task	Week 1	Week 2	Week 3	Week 4
Empty and clean all Vacuum cleaners (2 X monthly)				
Empty all small trash cans				
Vacuum each machine, including areas underneath				
Vacuum shelves where phones are located				
Vacuum elevated vacuum pipes (2 X monthly)				
Vacuum hood of Chop saw				
Vacuum metal portable stairs				
Vacuum rug in front of main door				
Vacuum tables and cabinets in P&V room (2 X monthly)				
Sweep/Dry mop floors in both rooms				
Vacuum mops after use				
Use stick on large vacuum				