

Design, Create, Build

This is a multiuse shop, serving the professional and non-professional needs of both Maintenance staff and residents.

To do this efficiently and safely, it is important that the shop is maintained in clean and orderly fashion, as would be expected in any well run, well equipped professional shop.

Please observe the guidelines each time you use the shop.



QUESTIONS?

Front Desk: 781-4460

Emergency Dial 9-1-1

OCEANVIEW at FALMOUTH

WOOD SHOP GUIDELINES



OceanView
AT • FALMOUTH
A 21st century retirement community™

Cumberland
Crossing
by • OceanView

SAFETY GUIDELINES

- Work only during designated hours, and preferably with a buddy, to maximize the chance that immediate help will be available if needed.
- Wear eye protection at all times and other safety gear as necessary.
- Familiarize yourself with the location and use of first aid supplies in the shop and the fire extinguisher hanging on the shop wall.
- If you are unsure about the proper operation of any machine or piece of equipment, such as which saw blade is used to cut what material, **STOP - do not use it.** Maintenance personnel are available who can provide help.
- **Make use of the cleanup and air handling equipment on every job.** Leave behind a clean floor and clean bench tops and machine surfaces when you exit the shop. No sawdust, shavings, or wood chip accumulations left behind.
- Cutoffs and leftover trim should not be left lying around. Place in the barrel provided.
- Material in the barrel may be used as stock for small jobs. Within reason (use your judgement) it is OK to use small pieces of the lumber that you will find stacked in the shop. This lumber is, however, primarily for the use of Maintenance staff.
- If you wish to work on a large project, such as a bookcase, provide your own materials.



EQUIPMENT MAINTENANCE

Do not leave tools and items such as drill bits and screws lying around. Ensuring that they are replaced in their proper positions and containers saves time for the next man in the shop and helps to ensure that what's needed for the next job is available.

Shop tools and equipment are not to be taken out of the shop for use on personal projects. Tools that are borrowed have a habit of staying borrowed, and this deprives others of their use in the shop. If you need a tool for personal use in a location remote from the shop, furnish the tool for yourself as a personal purchase.

If an item needs replacing, for example, a damaged drill bit or a worn sanding disc, notify the Front Desk and ask for a Work Order. Ditto for light bulbs that are out.

In the event that you find a machine inoperable or operating in a faulty manner, leave a prominent note to that effect on the machine and notify the Front Desk for a Work Order.

Lights out and door locked if you are the last user of the shop.