

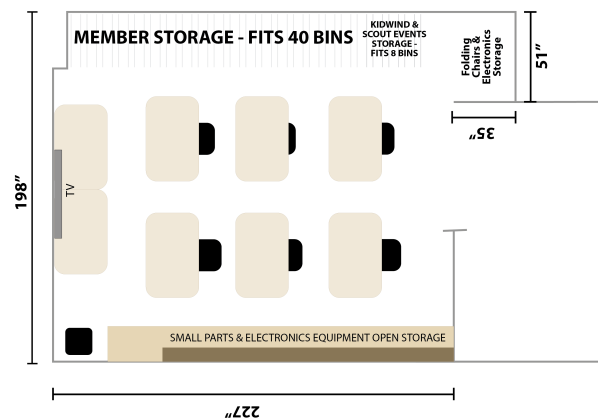
# 2024-02 February Monthly Workday and/or Any Day Tasks

## Room Switch-A-Roo Specific List:

- Help go through the boxes of supplies from the old classroom in the main room and find proper homes for them
- Remove anything from electronics that doesn't belong in electronics! Find the proper home for each item, do not just stick it somewhere else.
- **Start Prepping the NEW Classroom**
  - Wipe down the walls
  - Remove anything that doesn't belong to kid wind, the classroom, scouting or cosplay.
    - equipment boxes can be broken down
    - wood veneer shelves brought upstairs to member storage TEMPORARILY
    - what is in the grey bins?
    - ask Jennifer to find a new home for the wood folding shelf and blue metal chairs
    - folding chairs are staying in the basement
  - pack up the resin printer supplies NICELY
  - build black metal shelf and place in between two silver shelves (because of the bulkhead)
  - hang 55" tv in the middle of the back wall
    - supplies for possibly mounting to concrete will be available

### LEESBURG CLASSROOM PLAN

ROOM LAYOUT: CONTINUE NASA/ SPACE THEME



## Room Specific Lists:

- **NEW 3D Printing**
  - Finish laying rubber tiles in the new 3D printing room
  - wet Swiffer the rubber tiles
- **NEW Cosplay:**
- **NEW Electronics:**
  - Paint walls
    - paint and supplies can be found at the top of the basement stairs or in the room if someone already finished that task.
- **NEW Printmaking:**
- **Sewing & Craft Area:**
- **Main Room:**
  - sweep and vacuum
  - Swiffer deep inside of laser
  - move the long table in the main room back to where it was and fix the supports on it
  - dust and wipe down all glass surfaces
    - this includes computer screens and the top of the laser cutter and UV printer
- **Metal Shop**
  - patch the large hole in the wall behind the jewelry bench (supplies labeled and on tall table in main room)
  - wipe down the jewelry bench and surrounding areas of red powder coating powder
  - empty trash
- **Woodshop**
  - vacuum floor and around machines
  - empty the trash cans

- **Woodturning**
  - vacuum floor and around machines
- **Bathrooms**
  - wipe down the sinks
  - dust bathroom vents
  - wipe down the toilets
  - Swiffer the floors
  - empty the trashcans

## Building Specific List:

- ~~Wipe down all windows~~
- in the room between wood lathe and woodshop, move shelving so it is flush with left wall, remove flammable box and everything on top of it (to where? help us decide)
- tape off area around breaker outside woodshop ( 15" horizontally from center of box on each side, and 36" from front of box, 6'6" tall)
  - Please use yellow and black hazard tape that can be found on tall table in main room
- ~~repair the step at the back door~~
  - ~~do we have supplies on hand?~~
  - paint steps red
- install molding at bottom of stairs
  - (it should be somewhere shoved in the corner of cosplay)
- ~~mount Mike Werling's American flag above the finishing room door.~~
  - ~~please secure it well.~~
- sweep and swiffer stairs
- adhere rubber tiles to ~~top~~ and bottom of stairs
  - adhesive and tiles can be found on tall table in main room
- empty all shopvacs (CNC, woodshop, laser)
- wash the trash can lids
  - slop sink would work best & rags are in the supply closet
- drain all the compressors in the building (laser, woodshop, metal shop)
- ~~Carry down the 5 gallon kilz paint bucket from top of stairs~~
- vacuum all carpeted areas
- carry short stools to new classroom in basement, only the short ones!
- ~~move ceramics stuff to Purecellville ceramics room!!~~

If there is something you'd like to add to this list, please let Jessee M know on slack!