

# 2024-03 March Monthly Workday and/or Any Day Tasks

## Room Switch-A-Roo Specific List:

- **Reception**
  - move lockers to the basement under the tv.
    - Empty any lockers that we can
    - Sublimation, marketing, special events, etc can be moved to grey lockers in the main room
    - please be careful going downstairs and have a spotter
    - turn the tables that are under the TV in the basement upside down and place them on top of other tables until the resin printer table is deconstructed. This is just temporary.
  - Use stud finder to find studs on the big wall where display cases are
    - Please mark each one found with masking tape
  - If supplies arrive on time, we will secure the display cases to the walls using anchors, brackets, etc.
    - please consult with Jessee before starting. There is a whole separate plan/list for this!

## Room Specific Lists:

- **3D Printing**
  - wet Swiffer the rubber tiles
  - Help brainstorm the best way to make the style legs we want
  - CNC curved tabletop pieces
  - cut down veneered pieces using the provided diagrams for table tops and shelves for the room.
    - Diagram will not be printed and ready until 10am.
- **Cosplay:**
  - Check the cosplay channel to see if there are any outstanding tasks
- **Printmaking:**
- **Sewing & Craft Area:**
- **Main Room:**
  - Move the TV from next to the laser cutter to the back wall where the plug is on the wall.
    - Please do not start until the IT committee chair is available since we will need to reconfigure the routers as well.
  - Patch up the wall where the TV used to be.
    - Supplies for this will be on the tall table in the main room.
  - Switch the table next to the laser copier with the Roland UV printer
    - please don't start unless you have either UV printer steward with you!!! Jessee and John Carter will be around.
  - Switch the UV printer computer stand and the laser copier
    - Both of these need to be attached to ethernet, so please make sure the IT committee chair is around before doing this. Scott Silvers should be around
  - once the table is where the Roland UV printer used to be, move the sublimation printer, computer, heat presses, and accessories to that table.
    - The table that once held sublimation will now be a workbench where we will be putting pegboard behind it and the screwdrivers, spinning black holder, etc.
  - sweep and vacuum
  - empty trash cans. Please be careful, they are pretty full.
  - dust and wipe down all glass surfaces
    - including computer screens, the top of the laser cutter, the UV printer, etc.
  - Do you know how to use the Cricut or vinyl cutter?
    - Jessee has some files that need to be cut out of vinyl and placed around the building. Mostly in the woodshop.
    - files will be ready to go after 11am
- **New Classroom**
  - consolidate resin printers to one table (I'd prefer the one on the right)
  - deconstruct the table on the left if possible
- **Metal Shop**
  - Dust/Wipe Down any equipment covered in red powder-coating dust.
  - patch a large hole in the corner near the powder coating.
  - empty trash in blue bucket (but leave large blue bucket!) and take out the box full of trash next to it too. If you are unsure if it's the right box, please ask Jessee first! If there is no room for it outside, we will need to discuss a trash dump run.
- **Woodshop**
  - vacuum floor and around machines
  - empty the trash cans
  - If you can reach, vacuum on top of the dust collection tubes
- **Woodturning**
  - vacuum floor and around machines
- **Bathrooms**
  - wipe down the sinks
  - wipe down the toilets
  - Swiffer the floors
  - empty the trashcans

## Building Specific List:

- Wipe down windows
- vacuum all carpeted areas
- we carried in a lot of sawdust, dust, and dirt with the multiple deliveries this past week. So we need to go around and do some deep cleaning style vacuuming and wiping down surfaces, especially in the reception and outside the woodturning room.

**Want to help, but physically can't? Jessee, our Leesburg Building Steward, is in the same predicament and would love someone to sit with to brainstorm ideas and plans for some other upcoming necessary projects! She will also be working with a middle school theatre tech crew group making props, and I bet they'd love some help too.**

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