

DATE _____

**MONITOR CHECKLIST - GRINDING ROOM
OPENING**

Initial

- _____ 1 Open Both Front Doors
_____ Open Left Door, Unlock Upper and Lower Latches on Right
- _____ 2 Turn on Lights
- _____ 3 Turn on Fans (By Electrical Box)
- _____ 4 Turn on Water for Sanding Wheels
_____ Turn on at End of Rows and at Wall Between Rows 2 & 3
- _____ 5 Turn on Water for Grinding Wheels
_____ Turn on at Ends of Rows and at Wall after Row 4
- _____ 6 Make Coffee
- _____ 7 Plug in Intarsia Light
- _____ 8 Make Sure Water Bottles are Full

**MONITOR CHECKLIST - GRINDING ROOM
CLOSING**

Initial

- _____ 1 Vacuum Buffing Wheels
- _____ 2 Clean out Coffee Pots and Fill with Water
- _____ 3 Turn off Coffee Burners
- _____ 4 Check Dop Wax Pots
- _____ 5 Turn off Fans (By Electrical Box)
- _____ 6 Turn off Water for Sanding Wheels
_____ Turn off at End of Rows and at Wall Between Rows 2 & 3
- _____ 7 Turn off Water for Grinding Wheels
_____ Turn off at Ends of Rows and at Wall after Row 4
- _____ 8 Unplug Intarsia Light
- _____ 9 Lock Both Front Doors
_____ Lock Upper & Lower Latches on Right Door & Lock Left Door
- _____ 10 Turn off Lights (6 middle switches)
- _____ 11 Lock Back Door on Way Out