



Shed Boss Closing Checklist

Week Beginning:

	<i>Date</i>									
1	Machinery									
	Machine in off mode and safe									
	Lathes									
2	Tools									
	All in proper place									
3	Room Cleanliness									
	Machine Room									
	Bench Room									
	Lathe Room									
	Tool annex									
	Kitchen									
	Toilets									
4	Lights									
	Machine Room									
	Bench Room									
	Lathe Room									
	Tool annex									
	Kitchen									
	Toilets									
5	Doors locked									
	Machine room doors (roller and side)									
	Lathe room doors									
	Smithy									
	Kitchen doors									
	Containers									
	Turners Shed									
	Chemicals store									
	Front Roller door									
	Front main entrance									
6	SHED BOSS NAME									
7	Session am/pm/eve									

