

# Closure Lock-up Certification



**Student:** .....

**Certifier:** .....

**Date:** .....

**Version:** 0.2.0 - 2025-01-02

## Training Check-Off List:

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### Doors and Lights

- All lights shut off
  - Foyer/Christmas lights OFF
  - Reception
  - Mezzanine
  - Computer Lab
  - Fiber Arts & Studio Spaces
  - Electronics
  - Jewelry
  - Woodshop
  - Metalshop
- Back door closed/secured/make sure it is pulled shut
- Woodshop side door closed/secured - switch in LOCK position and locked w/ deadbolt
- Overhead door closed
- All interior doors closed/secured
- Front/Main door closed/secured - switch in LOCK position

### Equipment Checklist

#### Fiber Arts

- Irons are unplugged

#### Electronics

- Laser cutter switched OFF
- Laser cutter Fume Extractor switched OFF
- 3D printers switched OFF **IF** a print is NOT in progress.

#### Jewelry

- Acetylene torch closed - upper valve turned all the way to the RIGHT
- Torch vent turned OFF
- Pickle pot unplugged

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- Large bench shear locked – Red pin is in place (the handle will not move if locked correctly)

### **Metalshop**

- Lights off
- Welding tanks are closed – upper valve turned all the way to the RIGHT (needles should be putting down)
- Compressor and compressor cooling fan are turned off
- Hoses hung up neatly

### **Woodshop**

- SawStop table saw is switched off and blade is down
- Look for other small lights that might be on (desk lamps, light on chop saw)
- Wood shop doors are fully closed, the door to out side MUST BE deadbolted (needs to be vertical)
- Air filters can remain on
- Check the dust collector barrel. If it is more than halfway full (past first porthole), notify Woodshop Lead at: [\[email protected\]](mailto:[email protected]) (/cdn-cgi/l/email-protection#25524a4a41564d4a55654649445740484a4b5148444e405756554446400b4a5742)

### **During Un-Staffed Hours:**

- Even when all lights are turned off there are "emergency" lights that stay on so you will not be in the dark
- All interior doors must remain closed during un-staffed and extended hours (ie. no propping of doors).
- Front door must remain locked at all times after 9pm.
- You are obligated to operate equipment safely and responsibly, especially at hours when you may be the only one on site.
- You are encouraged to carry a cellphone at all times in the event that you need to call emergency services.

# Closure Lock-up Certification

**Pass/Fail:** .....

**Comments:**

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.....  
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**Student Signature:** ..... **Date** .....

**Certifier Signature:** ..... **Date** .....



Certifier: Please scan this QR Code to email [info@claremontmakerspace.org](mailto:info@claremontmakerspace.org), and include a list of students who have passed this test. Then, return this form to the front desk (even if the student failed!).