

**SPUC Shed Closure Checklist Month………………………**

*Date/Supervisor*

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| *Closure Task* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Store all tools back in relevant area |  |  |  |  |  |  |  |  |  |
| Check that all “project’ materials stored appropriately |  |  |  |  |  |  |  |  |  |
| Clean all equipment |  |  |  |  |  |  |  |  |  |
| Clean all benches |  |  |  |  |  |  |  |  |  |
| Clean all floors |  |  |  |  |  |  |  |  |  |
| Empty vacuum bags as necessary |  |  |  |  |  |  |  |  |  |
| Empty internal rubbish bins |  |  |  |  |  |  |  |  |  |
| Check paint storage cupboard secure |  |  |  |  |  |  |  |  |  |
| Check all power points off |  |  |  |  |  |  |  |  |  |
| Store major equipment items in machine shop |  |  |  |  |  |  |  |  |  |
| Turn off machine shop lights |  |  |  |  |  |  |  |  |  |
| Close and lock machine shop |  |  |  |  |  |  |  |  |  |
| Put movable rubbish bins into external storage area |  |  |  |  |  |  |  |  |  |
| Lock external storage area |  |  |  |  |  |  |  |  |  |
| Bring in PPMSA sandwich board |  |  |  |  |  |  |  |  |  |
| Close tilt doors |  |  |  |  |  |  |  |  |  |
| Check front room external door locked |  |  |  |  |  |  |  |  |  |
| Clean kitchen & toilet |  |  |  |  |  |  |  |  |  |
| Turn off all remaining lights |  |  |  |  |  |  |  |  |  |
| Check all personnel have left shed |  |  |  |  |  |  |  |  |  |
| Set SPUC “all areas” alarm |  |  |  |  |  |  |  |  |  |
| Lock internal kitchen door |  |  |  |  |  |  |  |  |  |
| Lock external door |  |  |  |  |  |  |  |  |  |
| Check trailer lock secured |  |  |  |  |  |  |  |  |  |