

100 Things You Can Do at

Cleaning

- 1 Sweep
- 2 Mop Bathroom
- 3 Mop Shop
- 4 Vacuum Carpet
- 5 Vacuum Shipping Table/Floor
- 6 Vacuum Saw
- 7 Clean Machines – Top
- 8 Clean Machines – Sides
- 9 Clean Machines – Keypad
- 10 Clean Machines – T-Slots
- 11 Clean Machines – Tank
- 12 Clean Machines – Windows
- 13 Clean Refrigerators
- 14 Clean Cabinet Sides
- 15 Clean Windows
- 16 Clean Toilets
- 17 Clean Vinyl Curtain
- 18 Dust Tables and Surfaces
- 19 Dust Tablets and Computers
- 20 Wipe down forklifts
- 21 Wipe Sinks
- 22 Wipe Tables and Surfaces
- 23 Wipe down Laser
- 24 Wipe down extension cords
- 25 Wipe down air lines/hoses
- 26 Wipe Doors and Handles
- 27 Wipe down hand tools
- 28 Empty Trash Cans
- 29 Magnet Swarf from Grinder
- 30 Wash your Hands

31 **ADD TO THIS LIST**

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Maintaining

- 51 Check/Change Lightbulbs
- 52 Check DI Water Light
- 53 Check Propane Tank Level
- 54 Check Maintenance Screens
- 55 Check Coolant Concentrations
- 56 Check Compressor Levels
- 57 Top off Coolant
- 58 Top off hardware bins
- 59 Top off Soap Levels
- 60 Top off Paper in Printers
- 61 Verify Component Kanbans
- 62 Verify Tooling Kanbans
- 63 Review Status Boards
- 64 Straighten Shelves / Racks
- 65 Straighten Boxes
- 66 Straighten Drawers
- 67 Make Gasket Packs
- 68 Change Water in Ultrasonic
- 69 Change coolant filters
- 70 Label Something
- 71 Call for Scrap Pickup
- 72 Skim Oil in MiniMill
- 73 Tighten leaking air lines
- 74 Drain Air Tank
- 75 Drain Air Chiller
- 76 Charge Electric Forklift
- 77 Charge Drills/Batteries
- 78 Charge Height Gage
- 79 Put away pens/markers
- 80 Put Drills / Endmills away

81 **SHARE THIS LIST WITH OTHERS**

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