

General Information

This is the check list for the Shop Maintenance day. A few weeks before this day, we ideally have done an inventory and ordered any parts or supplies needed to have a successful day. Things to know when you participate on this in workshop maintenance day:

- A printed list the group shares is really helpful to ensure that tasks are not forgotten
- Make sure to update the records when doing basic maintenance on tools. This is what it looks like in slack **/asset AMT### Up. Basic Maintenance done. - learn more about reporting on equipment on the wiki.**
- Make sure to use the unicorns and stuffed animals to hold signs for anything that has been reconfigured.
- Make sure to note any supplies and consumables that get low either on slack or some other way so we know to order more.

Tier One Tasks

Mega Dust

- ❑ [Complete a shop mega dust](#) - this is a tricky task and you might want to do all the dusting in one go. You are better off doing the trusses, walls and duct work before anything else because when you do them you knock dust everywhere. Mega Dust will also go better after the maintenance on shop vacs, air scrubbers and the cyclone are done first... then everything at the most sucky.

Filter Cleaning / Replacement

[AMT244 Jet Air Filter System](#)

- ❑ Clean out
- ❑ Replace filter as needed or every 4 months - check the logs

[AMT243 Jet Air Filter System](#)

- ❑ Clean out
- ❑ Replace filter as needed or every 4 months - check the logs

Inspection on the exhaust fan over the door - this is a trial install of this exhaust fan. Make sure the filter is not clogged and there is not dust build up on the blades. We are concerned that all we are doing is blowing dust into the hallway. Air intake is a large concern when using this exhaust fan.

Dust Collection maintenance

[AMT255 Clear Vue Cyclone](#)

- Empty Can
- Check no blockages in metal Cyclone
- Check impeller for build up and clean as needed every 3 months
- Check the lines for blockages and build up

[AMT197 Workshop Shop Vac – Table Saw](#)

- Empty, Clean
- Replace filter every 2 months
- Order filters every 6 months
- Check cords are in good condition and undamaged

[AMT196 Workshop Shop Vac – Floating](#)

- Empty, Clean
- Replace filter every 2 months
- Order filters every 6 months
- Check cords are in good condition and undamaged

[AMT241 ShopVac 12gal 6hp](#)

- Empty, Clean
- Replace filter every 2 months
- Order filters every 6 months
- Check cords are in good condition and undamaged

[AMT242 Rigid 12 gal wet dry vac](#)

- Empty, Clean
- Replace filter every 2 months
- Order filters every 6 months
- Check cords are in good condition and undamaged

[AMT253 – RIDGID SHOP VAC](#)

- Empty, Clean
- Replace filter every 2 months
- Order filters every 6 months
- Check cords are in good condition and undamaged

[AMT085 Jet 1100CFM Dust Collector](#)

- Check that there are at least 2 bags, Order when needed
- Check bag integrity (fit, tears), replace as needed
- Document where bags live

- Make sure there are no blockages

Wood Storage

- ❑ Scrappy Cull (tags management) - <https://wiki.acemakerspace.org/how-to-update-storage-tags/>
- ❑ Cull Sheet Good storage
- ❑ Cull Project Storage
- ❑ Cull Scrap Bins
- ❑ Clutter Patrol - <https://wiki.acemakerspace.org/clutter-patrol/>
- ❑ Fix any stuff from latest inspection - List will be provided prior to maintenance day

Tier Two Tasks

Space Maintenance

- ❑ Check PPE Supplies
 - ❑ Disposable ear plugs refill dispensers, request more when we get down to 20 pair
 - ❑ Safety Glasses regular - should have at least 10 pair in good condition. Toss any glasses that are badly scratched up.
 - ❑ Safety Glasses for over glasses - Should have at least 5 pair in good condition. Toss any glasses that are badly scratched up.
 - ❑ Large ear protection - Check that all pairs are in good repair and sanitize. If any are in bad repair and need to be tossed please report it.
 - ❑ Safety grade face shields - Check that all are in good condition and sanitize. If any are so badly scratched that vision is impaired or they need to be replaced. Please dispose of unsafe equipment and report.
- ❑ Check / replace light bulbs
- ❑ Check for dry erase supplies including cleaner, erasers and pens. Toss crappy old pens. Refill spray bottles.
- ❑ Cull and update signage - Signs that are dated or notices that are more than 6 weeks old should be removed. Please report what signs came down.
- ❑ Tidy up jigs - they are always messy
- ❑ Check state of closet and purge - [See wiki](#)
- ❑ Refill any blue and red tag dispensers - see wiki for refills location

Tool Maintenance

Primary Tools

[AMT080 Jet 6" Long Bed Jointer](#)

This is hard, needs experience and expert knowledge

- Clean and wax tool table
- Update DB
- Adjust for square
- Check blades
- Check knobs and handles for wear and function
- Check default depth settings are correct

[AMT079 JET 14' Deluxe Bandsaw](#)

- Clean and wax tool table
- Update DB
- Adjust for square
- Check blades
- Check knobs and handles for wear and function

[AMT076 Delta Model 17-965 Standing Drill Press](#)

- Clean and wax tool table
- Update DB
- Adjust for square
- Check belts for wear
- Order new chuck key (current is worn)
- Check knobs and handles for wear and function
- Check default speed settings are correct
- Check that the bailing wire is still in place on the ver lifting track (hack for function)

[AMT092 - Panel Saw](#)

- Adjust as is possible for square
- Make sure all moving parts and cords are not worn
- Make sure mounting is secure
- Check blade
- Clean out saw box
- Check dust collection
- Check power cords

[AMT221 – Dewalt 13-in Thickness Planer](#)

- Wax clean feed tables
- Vac and remove build up
- Make sure dust lines are clear
- Blades as needed
- Make sure one set of blade on hand order as needed
- True up for same thickness across bed

[AMT265 Nova DVR XP Woodlathe](#)

- Clean and wax tool table
- Clean out any sawdust and build up
- Check for wear on cords and belts
- Ensure all guards and associated tools are present
- Replace push sticks as needed
- Check blade/replace as needed
- Check chucks for rust and operations (clean / wax as needed)
- Check that all gouges are there and not janky, Tag shitty ones for love, replace tips as needed

[AMT268 Dewalt Miter Saw](#)

- Clean and wax tool table
- Clean out any sawdust and build up
- Check for wear on cords and belts
- Adjust for square
- Ensure all guards and associated tools are present
- Check blade/replace as needed
- Ensure support feed mounts are in good condition

[AMT273 Dewalt Table Saw](#)

- Clean and wax tool table
- Clean out any sawdust and build up
- Check for wear on cords and belts
- Lythium great blade adjustment mech
- Adjust for square
- Ensure all guards and associated tools are present
- Replace push sticks as needed
- Check blade/replace as needed

Secondary Tools

[AMT220 – DeWalt Dual Hand Bandsaw](#)

- Check it isn't f'd up or rusty, clean as needed
- Check blades

- Check cords are in good condition and undamaged

[AMT222 – DeWalt Heavy Duty Track Saw](#)

- Check it isn't f'd up or rusty, clean as needed
- Check blades
- Check for bends and dings in the tracks
- Check cords are in good condition and undamaged

[AMT223 DeWalt Hand Planer](#)

- Check it isn't f'd up or rusty, clean as needed
- Check blades

[AMT224 – DeWalt Cordless Finish Nailer](#)

- Oil, remove build up

[AMT033 Bench Grinder](#)

- Clean as needed
- Inspect disks, replace as needed
- Check cord
- Start saving for new one

[AMT077 Porter Biscuit Joiner](#)

- Clean it
- Check blades
- Check for biscuits, order as needed

[AMT094 Dremel 1671 Scroll Saw](#)

- Clean and wax tool table
- Vac build up
- Order blades, 5 blades on hand order as needed
- Adjust for square

Back Room Miter and Sanding Stations

[AMT133 Oscillating Edge/Belt Spindle Sander](#)

- Vac and remove build up
- Replace when possible
- Or replace and add belt sander

Sanding Station

[AMT117 Belt Sander](#)

- Empty dust bag
- Retire when possible

[AMT116 Dewalt Palm Grip Sander and Template](#)

- Empty dust bag
- Retire when possible

[AMT181 Ryobi Detail Sander](#)

- Empty dust bag
- Retire when possible

[AMT180 Decker Random Orbital Sander](#)

- Empty dust bag
- Retire when possible

Shop vac and Cyclone

- Empty, Clean
- Check cords are in good condition and undamaged

Safety Equipment

[AMT084 Garrett Metal Detector](#)

- Check batteries replace if needed
- Check it works

[AMT142 Dust Kit – Universal small port hose kit](#)

- Make sure it is all still there and stored proper

CNC Support Tools

[AMT245 Omer Nail Gun for Plastic Nails](#)

- Oil, remove build up
- Check stock of plastic nails

Hand Power Tools

[AMT239 Wen 18g Pneumatic Nail Gun](#)

- Oil, remove build up

[AMT251 DeWalt 20V Max cordless Router](#)

- Check it isn't f'd up or rusty, clean as needed

[AMT237 DeWALT DCB203 20V Max Lithium Ion Battery Pack](#)

- Clean, dust
- Validate it is working

[AMT274 DeWALT DCB115 12V/20V Max Lithium Ion Battery Charger](#)

- Vacuum out
- Inspect for basic function

[AMT136 Makita 18V Variable Speed Drill](#)

- Check it still works properly
- Clean
- Order bits as needed (should about 8 on hand, order when down to 4)

[AMT135 Makita 18V Impact Driver](#)

- Check it still works properly
- Clean
- Order bits as needed (should about 8 on hand, order when down to 4)

[AMT185 Makita DC18RC Battery Charger](#)

- Make sure it still works

[AMT252 - Cordless wormgear saw](#)

- Check it isn't f'd up or rusty, clean as needed
- Check blades

Additional items

[AMT264 Pocket-Hole Jig](#)

Every 6 months

- Check that all the stuff is there
- Order supplies as needed

[AMT238 Hitachi 4-Gallon Compressor](#)

- Update in DB - Gone

[AMT192 Ironon Cord Reel with Triple Tap](#)

- Check that it works
- Check for cable wear
- Vac build up out of reel

[AMT194 Red & Silver Hand Truck](#)

- Make sure it rolls and that the wheels are not jammed etc.

[AMT195 Porter Cable Router in router table](#)

- Check it isn't f'd up or rusty, clean as needed
- Check that the wrenches are there for bit changing
- Check that the ratchet is there for height adjustment
- Make sure french and mounting is secure and not jankly
- Check dust collecting in the fence, clean if needed
- Check for dust cap for spindle

[AMT178 Porter Cable Router](#)

- Check it isn't f'd up or rusty, clean as needed
- Check that the wrenches are there for bit changing

[AMT179 Ryobi Router](#)

- Check it isn't f'd up or rusty, clean as needed
- Check that the wrenches are there for bit changing

[AMT190 Ironton Cord Reel with Triple Tap](#)

- Check that it works
- Check for cable wear
- Vac build up out of reel

[AMT191 Ironton Cord Reel with Triple Tap](#)

- Check that it works
- Check for cable wear
- Vac build up out of reel

[AMT170 Wilton drill press cross vice](#)

- Lubricate machine oil
- Clean and check for rust as needed
- Check for dings
- Tighten gibbs
- Tighten mounting bolts

[AMT081 Porter Cable Router in router table](#)

- Need to validate numbers, we think it is in the CNC
- Update DB