

EML2322L – Design & Manufacturing Laboratory
TA Sanitation Guidelines

It is the TA's responsibility to sanitize the machines and items after each training session. Prior to sanitation, please instruct the students to clean up the machines and place all the items they touched in the designated red cleaning bin. After the machines have been cleaned, escort the students to retrieve their stuff, wash their hands, and leave. Once the students are gone you can sanitize using the following guidelines:

- Change to a new set of gloves prior to sanitization and do not touch your skin, face, or hair with the new set of gloves.
- The cleaning materials for the lab will be located on the table near the red TA toolbox. The cleaning materials for the student shop are located on the middle table.
- Use the provided alcohol bottles and rags to wipe down all the items in the bins thoroughly. Use a new rag for all the tools and cleaning associated with one machine. (Use the provided sanitation checklist.)
- Use the provided alcohol bottles and rags to wipe down all parts of the machine that have been touched. (Use the provided sanitation checklist.)
- To mitigate corrosion, oil and wax the machines and items that were stripped of their protective layer from the cleaning. (Use the provided sanitation checklist.)
- Return all the items that have been disinfected to their proper locations.
- Return all cleaning supplies.
- Prior to leaving, remove your gloves, wash your hands properly in the bathroom and leave.

If you have any questions about the cleaning procedure and checklist, please ask for assistance!

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TA Sanitation Checklist

General

- ☐ Bathroom sinks
- ☐ First aid box
- ☐ Urinal handle
- ☐ Metal files (Mills and Lathes)
- ☐ Safety training sheets
- ☐ Push brooms
- ☐ Brush and dustpan
- ☐ Calipers, rules, and sharpies (Mill and Lathes)
- ☐ Mill tables
- ☐ Backpack table
- ☐ Contactless thermometer
- ☐ Door handles
- ☐ Laminated TA Documents
- ☐ Sanitation checklists
- ☐ Contactless thermometer
- ☐

Waxing List

- ☐ Lathe cross slide top surface
- ☐ Lathe compound slide
- ☐ Top of Vices
- ☐ Handles on machines
- ☐ Parallels

Mills

- ☐ Mill axis handles (x, y, and z)
- ☐ Mill power switch
- ☐ Range selector handle
- ☐ Axis locks (x and y)
- ☐ Auto feed handle and dial
- ☐ Quill handle
- ☐ Depth stop
- ☐ Vernier dial and knurled nut
- ☐ Chip guard and liner locks
- ☐ Mill table (plastic top)
- ☐ Vices
- ☐ Digital read out
- ☐ Air Gun
- ☐ Dead blow hammer

Tools

- ☐ Endmills
- ☐ Drill box and drills
- ☐ Inserts with tool holders
- ☐ Reamers
- ☐ Stock/assigned parts
- ☐ Edge finders
- ☐ Oil bottle
- ☐ Drill chucks and collets

Marvel

- ☐ Emergency Stop
- ☐ On button
- ☐ Force slide
- ☐ Auto-feed handle
- ☐ Squeegee

Lathes

- ☐ Axis handles (X and Z)
- ☐ Tailstock handle
- ☐ Tool post handle
- ☐ On/off lever
- ☐ Range selector handle
- ☐ Auto-feed handle and plunger
- ☐ Chuck key
- ☐ Speed dial
- ☐ Chuck
- ☐ Bubble gauge
- ☐ Tool post wrench
- ☐ Oil bottle
- ☐ Digital read out
- ☐ Air Gun

Oiling List

- ☐ Collets
- ☐ Lathe Chuck
- ☐ Vice ways
- ☐ Drill chuck