

Competition Cleanup Instructions (for Students)

1. Before disassembling your robot, **take photos for DR4!**
2. **BE CAREFUL with the fragile wires on the electric motors; ask a TA to remove Entstort motor hubs; give all motors to TAs to check and put away**
3. Place **ALL fasteners** in the labeled bucket on your worktable; please do not return **ANY** fasteners to their original locations (let the TAs do this)
4. Place **unmodified 80/20 pieces** on the sheetmetal table by the material rack
5. Place **manufactured parts** you do not wish to keep in the labeled bins by the material rack (place modified 80/20 pieces in these bins as well)
6. Place **wires and wire nuts** in the labeled bins by the material rack
7. Clean out your **robot storage bin** and **wipe with a rag** over a trash can
8. Ask a TA to sign off that your group's **toolbox is complete, storage bin is empty** and **work area is clean** (including sweeping around your worktable)

Competition Cleanup Instructions (for TAs)

1. **Review the laminated cleanup instructions** located at each workstation with all students as a group before disassembly commences
2. **Sort hardware** and return to rotisserie and hardware bins by the lathe cabinets:
 - a. use the fastener thread identification plates or cylinders to ensure proper sorting
 - b. metric hardware should be easily identified by “8.8” stamped on the head
 - c. metric nuts are most easily identified using a known metric fastener as a thread gage
 - d. machine screws and set screws should be placed in the machine screw bins or gray cabinets by the lathes; if you don’t know where certain fasteners belong, PLEASE ASK!
3. **Sort unmodified 80/20 pieces** on the material rack according to length; cut the ends off modified pieces; use alcohol to remove any ink from pieces
4. **Remove hubs from Entstort motor shafts** by clamping the hub in the vise and striking the end of the motor shaft using the special aluminum bodied punch; be sure to hold the motor at the same time or ask another person to do so to prevent it from falling on the floor
5. **Check motors and wheels BEFORE** returning them to the storage rack during each lab; check motor threads on each motor; reinstall metric hardware onto Globe and Entstort motors
6. **Sign off that your group’s toolbox is complete, storage bin is empty and work area is clean** (ask groups to sweep around the table if necessary)
7. Please look around and **put away anything else so the shop is clean at the end of each lab**