

Lumber Room Monitor Duties

- Key is in Tool Crib.
- Must wear safety glasses
- For **your own personal safety**, don't stand in doorway when table saw #4 is in operation.
- You are responsible for all wood and money collected during your shift. Lock the cash drawer if you leave. Don't leave room unattended.
- Different types of lumber;

Alder	Poplar	Ash	Maple
Cherry	Red Oak	Hickory	Walnut
- Different types & sizes of sheet goods;

Baltic Birch	Melamine	MDF	Red Oak
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- **When person uses panel saw to cut sheet goods, MAKE SURE THEY CLEAN UP THEIR MESS!**
- Free items:
 - Nails
- One cut per board, must leave a minimum of 4 feet.
- No cutting out of knots, splits, etc... and returning the bad parts.
- Cutting diagrams for sheet lumber are in price notebook **NO EXCEPTIONS!**
- Items to sell;

Screws	Glue Bottles	Ear Protectors	Biscuits	Wood Dowles
Buttons & Plugs	Titebond Glue	Sand Paper	Gluing Dowels	Wood
- Back Cabinet has some extra back-up supplies.
- Selling procedures:
 - Cash or check (No credit).
 - Use "SCW Wood Shop" stamp for personal checks.
 - List Item sold.
 - Write your Badge number and buyers Badge number where indicated
 - List Cost of item.
 - List Amount paid.
- Check and straighten the lumber stacks near the end of your shift. Short boards should be on top of longer ones. Stacks should be flat, restack if necessary, if you need assistance ask another monitor for help.
- If there is nothing to do in the Lumber Room, lock it up and help on the floor keeping a watchful eye for members needing access.
- At end of each shift you add up the total of sales, fill in the spaces at bottom of the page, have the Shop Manager sign the form and deposit in the drop box.
- Lumber delivery:
 - Get Shop Manager to check in lumber deliveries.
 - Store lumber on racks
(put long boards on bottom with smaller lumber on top).