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| |  |  | | --- | --- | | |  | | --- | | **D&T and Art Preparation:**  Before leaving your department we advise that you go through the following check list.  General Checklist   * Are windows shut? * Are cupboards that are the responsibility of technicians locked? * Have teachers been reminded that they are responsible for the security of their own rooms? * Have you taken appropriate Hot or Cold Weather Precautions for your chemical store? * Are all water taps turned off? * If appropriate, are mains gas, electric &/or water turned off?   DT  & Art Rooms:   * At the end of term, make sure all the power is locked off to the rooms, plugs are switched off and isolators are off. * Cleaners and site staff will still have access to the rooms, so it is important that tool stores and equipment are locked to ensure that access is limited. * Consider the working temperatures in your practical spaces, over the winter months your rooms may get cold, and you will probably need to keep windows and external doors closed. Try to make sure you have good ventilation, without causing issues for other areas. * Some of the equipment and materials used in practical areas will need to be put away or decommissioned for the winter break. * Make sure that things are stored safely, don’t place heavy items on high shelves. * Remember to take care of flexes and plugs, when storing electrical items, cables should not be tightly wound around equipment as this can damage the insulation. * In the last week of term, it would be a good idea to lightly oil bare metal surfaces of machines and hand tools. This can be done with thin lubrication oil, such as 3 in 1, and wiped onto the surface using a piece of rag. Prior to oiling machines, ensure that the machine is off and the power is isolated. The person doing this should wear disposable chemical resistant gloves or barrier cream.  The rag should be disposed of in a sealed plastic bag and then placed in the bin as normal waste. * 3d printers and other equipment that heat plastic should have any filament or material removed from the heated components. For 3D printers, this will mean heating the hot end and then removing the filament. * Laser cutter beds should be cleaned and any small bits of material vacuumed out of the cutting area.     Food Tech Rooms   * Ovens and grills should be cleaned and fridges emptied and wiped clean. Freezers may still have food in them, but ideally these should also be emptied and defrosted and then cleaned. * All food storage areas should be cleared and cleaned, to help to keep pests at bay. * Food room sinks can have remnants of food waste in the traps, so it’s a good idea to run the taps for a few minutes after the last lesson. * Is electrical equipment turned off unless intended to be left on? * If Appropriate - Make sure that plugs for the Fridges & Freezers have labels on them clearly indicating that they should not be switched off  and check with facilities manager that power to the department will not be turned off over the period of absence.   Textiles Rooms:   * Some textiles equipment will need servicing and lubricating, check with the manufacturers instructions, or contact your service engineer for further advice. * Are chemicals stored safely and correctly? * Are gas cylinders stored securely in their normal place? * Are valuable and desirable items stored securely?   If you have any queries, contact the CLEAPSS helpline: 01895 251 496. | | |

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