

# Before you ask to leave lab

Have you, in this order...

- Handed in your completed RO or task sheet
- Given any loaned tools back to your instructor
- Put any scrap metal in the appropriate place, see instructor
- Put your tool box away
- Cleaned your work area...
  - Bench tops
  - Throw out any scrap boxes. **NOT CORES**
  - Under the bench
  - Neatly wrapped up the air hose
  - Check lift for any air tools and put away
  - Sweep, wash and rinse the floor from the wall to the drain