

# Exit Protocol

If you are the last person to leave the space, please take a minute and check the following:

1. That there are no fires. If there are, would you kindly put them out?
2. That you have returned tools to their proper place and cleaned up your work area.
3. That the door by the welding station, the garage door, and the front/main door are all locked.
4. Winter:
  - The door between the workshop and the meeting room is open.
  - The thermostat is set to 60°f, if winter (thermostat is in the mud room in the workshop).
5. Summer:
  - The door between the workshop and the meeting room is closed.
  - The AC is set to ~70°f and energy saver mode.
6. That the laser/fan is powered off; and the vent is closed. (this is very important in winter, the laser tube has water in it)
7. Turn the lights off.
8. Make sure the door locks behind you.



*Link to latest version of  
this document*