

CABINET/CARPENTER SHOPS
JURISDICTION

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Review date :

Policy:

Ensure that personnel of the Cabinet Shop understand the requirements and jurisdiction limits of the shop, understand job responsibility and what constitutes quality production.

Procedure:

- I. Construct and repair wooden furniture, cabinets, tables shelves, counter tops, walls, ceiling and flooring including, but not limited to the following:
 - A. Ensure that the construction of furniture items is authorized with a work request and ensure that joist and studs are correctly aligned and plumbed.
 - B. Estimate materials according to drawings and details. Order materials needed to perform construction or repair actions.
 - C. Construct items according to measurements and detailed drawings. Coordinate with other shops before enclosing the surface.
 - D. Cross check the work request directions with sections needs. If different, coordinate with the Planner/ Estimator.
 - E. Construct concrete forms and pour concrete. Install plastic laminate material as needed.
 - F. Installation of drop ceilings, set door frames and windows, hang doors and attach and replace hinges.
 - G. Attach hardware and ensure proper operation.
 - H. Layout and cut plexi-glass and glass.
 - I. Install floor covering and cove base.
 - J. Perform roofing inspections and coordinate repairs with state roofing inspector and state authorized roofing contractor.
 - K. Inspect, adjust and replace swing and sliding doors and fire doors
 - L. Install and patch ceramic tile.
 - M. Make and install oak wall protection.
 - N. Inspect the area where constructed items will be placed prior to fabrication to eliminate construction or installation difficulties.
 - O. Coordinate with other shops.

- II. Move and install fabricated items:
 - A. Coordinate moving with the appropriate shop.
 - B. Coordinate installation with requesting department.
 - C. Install, level and trim as needed.

- III. Supervisor shall plan, schedule and coordinate work:
 - A. Supervisor shall assign only work authorized by a work request except during an emergency.
 - B. Plan and schedule work on a daily basis.
 - C. Prioritize similar level work requests performing oldest request first.
 - D. Adhere to work schedule except for valid emergencies.
 - E. Order materials to complete work requests.
 - F. Follow up on ordered materials on a regular basis.

- IV. Inspect shop electrical equipment:
 - A. Perform initial inspection and operational check on all new shop assigned equipment.
 - B. Perform an annual electrical safety inspection on shop electrical equipment according to Physical Plant Policy.

- V. Perform cleaning functions:
 - A. Maintain shop and shop equipment in an orderly manner daily.
 - B. Keep shop tools clean and functional.
 - C. Clean work area immediately before leaving the work area.