

Following is a list of items and objects that you are responsible to check and make sure are at your station and in working order every day you are in the classroom.

List of Equipment:

Desk Drawer

- Engineering Scale
- Architectural Scale
- Drafting Brush
- 30/60 Triangle
- 45/90 Triangle
- Eraser
- Erasing Shield
- Aimes Lettering Guide
- Mechanical Pencil
- 4 Drafting Pencils (H, HB, 2H, 4H)
- Drafting Tape

Desk

Make sure Keyboard is on tray, connected to computer, and all the keys are where they belong

Make sure keyboard tray and drawer slide smoothly

Make sure mouse is connected to computer

If you have a mouse pad, it should still be there and in good shape (you know who you are)

Parallel Bar should be at top of desk when not in use, have three knobs (one on desk is to be tight, two on parallel bar are to be kept loose)

Chair is to be pushed in before you leave class, and not wedged into the desk.

Use this list to help you with your Responsibility Checklist that is due each day in class. In the entry for Equipment, if all is where it is supposed to be and in working order, a simple "All Good" is fine. If there is something missing, broken, damaged, or needs attention, please indicate on the Checklist. Any Questions please ask me for help.

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