Mr. Demchak Technology Education

Clean Up Team Operating Agreement

## Purpose of the Team Operating Agreement (TOA)

This TOA serves as the guidelines and ground rules to help the table teams to work productively in keeping the shop clean. By signing the TOA, students agree to the terms below.

## Expectations

1. Each team will be organized by table, with each student that sits at that table is part of that team.
2. Each student will be responsible for a job in the team
3. Each team will be composed of one elected 'foreman'
4. The table foreman will ensure that all jobs are completed on time
5. Students will be graded based upon their participation and contributions to their teams and their classroom

## Elections

Each table shall agree democratically whom shall be 'foreman'. Realize that a good table foreman is someone who is...

* Honest
* Personable
* Not afraid of responsibility

A foreman will be responsible that all jobs are being performed accordingly.

## Benefits of becoming a table foreman

Students who are chosen to become a foreman will receive privilege of seating in the very comfortable rolling chairs in the computer lab. With potential bonuses for exemplary tables.

## Failure to clean

A table that is shown a consistent failure to clean will be given an increased amount of cleaning time. A single warning will be given to the foreman provided that their table isn't completing their tasks. A second warning will result in an extra 5 minutes of cleaning. A third will result in an extra 10 minutes.

## Job descriptions

Each table is required to have all members choose a job. The foreman is not exempt from a cleaning job.

1. Cleaning table tops
2. Putting tools/materials away
3. Stacking stools
4. Sweeping floors
5. Vacuuming sweepings
6. Removing scrap from power tool stations
7. Cleaning power tool stations

### Table number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Reviewed and approved by:

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Table foreman Job #:

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Project Team Member Name Job #:

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