

Ines Duarte

Bench joiner — case goods and millwork, bench 7, machine-room side

DAY BOOK · SO-ONB-114
ISSUED 30 MARCH 2026
RILEY KEEPS THE COUNTERSIGNED COPY

FIRST DAY	HOURS, MON-FRI	REPORTS TO	BENCH MATE	THIRTY-DAY SIT-DOWN
Mon 6 April 2026	7:00 – 4:30	Riley Thompson	Elena Marsh	Wed 6 May 2026
DAY ONE				Monday 6 April
Bench 7 cleared, tail vise fitted, top flattened and waxed			RILEY	done Apr 3
Payroll, I-9, emergency contact and the tool-loan sheet filed			JO BAPTISTE	done Apr 2
Shop walk at 7:30 — dust collection, exits, first-aid box, eye wash, the one door that sticks			RILEY	7:30
Sharpening station: flatten the backs of both bench chisels, set the honing angle you like			ELENA	morning
Mill four white oak boards to 3/4 in. for the Alberta Street shelving — watched, not solo			MARCO	afternoon
THE REST OF WEEK ONE				7 – 10 April
Read the drawing set for job 4471 — the Northwind café millwork — end to end			RILEY	Tue
Timber store: rack order, moisture meter, and the offcut rule — nothing over 18 in. goes in the bin			MARCO	Tue
Jointer and planer clearance. Watch two boards, run six, then sign the ticket below			MARCO	Wed
Glue-up with Elena: two panel blanks, cauls, and clamp pressure judged by the squeeze-out			ELENA	Thu
Hand-tool piece: one through dovetail in 4 in. white oak, off the saw, left unsanded on the bench			ELENA	Fri
WEEK TWO — MACHINES AND THE FINISH ROOM				13 – 17 April
Table saw and crosscut sled clearance, including the no-freehand rule and where the push sticks live			MARCO	Apr 13
Domino and hollow-chisel mortiser — build one sample joint of each and keep them at the bench			MARCO	Apr 14
Finish room: hardwax oil schedule, rag disposal in the water can, and the fan interlock			ELENA	Apr 15
Ride the install at Alberta Street for half a day — scribing, shims, and how we leave a site			RILEY	Apr 16
Site measure practice: the batten trick, and why a wall is never square where you need it			RILEY	Apr 17
WEEKS THREE AND FOUR — YOUR FIRST COMMISSION				20 April – 1 May
Take job 4482: a pair of white oak nightstands, drawings issued, \$2,180 of material at stake			RILEY	Apr 20
Cut list and take-off, checked by Marco before a single board leaves the rack			MARCO	Apr 21
Build at bench 7. Ask before you cut anything you cannot make twice			YOURS	Apr 22–30
Finish both pieces and photograph them for the shop record and the website queue			ELENA	May 1
Sit-down with Riley: what went wrong on 4482, and what you want to be good at by Christmas			RILEY	May 6

MACHINE CLEARANCE		
Signed by the person who watched you run it, on the day. Nothing here is assumed from a previous shop.		
Jointer, 12 in.	Marco Vidal	
Thickness planer	Marco Vidal	
Table saw and sled	Marco Vidal	
Bandsaw, 18 in.	Elena Marsh	
Hollow-chisel mortiser	Marco Vidal	
Wide-belt sander	Riley Thompson	
Issued to you		
Bench chisels, 1/4 and 1/2 in., yours to keep		
Marking knife and 6 in. rule, shop stamp on the handle		
Glasses and ear defenders — replaced on request, always		
Locker 12 and a door key, signed out from Jo		

HOW THE SHOP RUNS	
Doors open at seven, benches are busy by half past, sweep-down is everyone's at 4:30. Overtime is asked for, never assumed, and it is paid.	
Nothing goes on the truck without a second pair of eyes on the joinery. Calling someone over costs you nothing; a returned piece costs the shop a week.	
We buy your first two chisels and a marking knife. Anything else you want on the bench, the shop pays half and you keep it when you go.	
Riley	Money, drawings, clients, and any day you need off
Marco	Machines, stock, the rack, and every clearance ticket
Elena	Hand work, glue-ups, finish room and the photo queue
Jo	Payroll, health cover, and the tool-loan sheet