

COMPANY SHUT DOWN NOTICE

Table #: 0[] 1[] 2[] 3[] 4[] Company: _____

EFFECTIVE IMMEDIATELY: Your Company has been **SHUT-DOWN** as a result of a recent **AUDIT** on your company. ALL lab privileges are now revoked!

What this means is that your company **DID NOT MEET** the **MINIMUM REQUIREMENTS** needed to continue your "**Hands-On**" work in the Technology Education Lab.

REFER TO YOUR COMPANY EVALUATION CHECK-LISTS for more details...

Other Reason(s): [] Worklog & worksheets not complete, [] Poor Work Quality, [] Abuse of lab privileges, [] Checklist Self Evaluation Incorrect or Not Done, [] Lack of Adequate Attention to Course Work & Required Due Dates.

What now?

Each MEMBER of your group will be required to complete **EACH AND EVERY** Page of your Current Worklog, **AS WELL AS** any past Worklogs to include worksheets, assignments, etc. This means that you are to go back and review **EVERY** page to ensure that you have **READ, INITIALED**, put names on each of your papers, filled in every blank properly, and so on.

YOU DO NOT HAVE PERMISSION TO BE UP OUT OF YOUR SEAT UNTIL ALL OF YOUR WORK HAS BEEN COMPLETED, **AND** THAT FACT HAS BEEN VERIFIED BY YOUR TEACHER, OR BY AN AUDITOR (TEACHER ASSISTANT).

WHILE YOUR COMPANY IS SHUT-DOWN, your work area can be taken over by another company who has remained active and who wishes to take over your work area(s). This includes your work table, as well as your work area(s).

Does this happen in real life? **YES IT DOES...** Companies are shut-down or closed each and every day due to issues resulting from their not working effectively. Your challenge is to get your act together and begin to produce a product of impeccable quality... which starts with re-learning your material... and following established guidelines and procedures to earn your right to re-open your doors.

When you are ready, ask for an Auditor to re-audit your work. If a passing score is earned, you may re-open your doors... **YOUR INITIALS HERE...** _____

COMPANY SHUTDOWN EFFECTIVE: ____/____/____

By Auditor(s): _____

Based on _____. A 70% is required for a company to re-open.

COMPANY Re-Audit: ____/____/____ By Auditor(s): _____ Score: _____

COMPANY Re-Audit: ____/____/____ By Auditor(s): _____ Score: _____

COMPANY Re-OPENED: ~ON PROBATIONARY BASIS~

____/____/____ By Auditor(s): _____ Score: _____