Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name ____________ Hart ____________ Date 6/14/15

Directions: Print out this form with the shop layout and tool list from wiki.

(1) **Cleanliness check.** Are there any machines that have not been cleaned? If so, which machines? Are tools put away?

    **Not bad.**

(2) **Run all machines.** Are any machines that are not working properly?

    **Mill #1 still not working**
    - E-stop upgrade not complete

(3) **Lubrication.** Pull all oilers on mills. Inspect all lubricant levels (mills and lathes) and report to Dean if low.

    **✓**

    Replace cutting oil in brush receptacles. May need to go to main shop for oil.

    **✓**

(4) **Tool Inventory.** Are all tools on the tool list in their proper place? Replace and note missing/broken tools. Note if we have no spares left.

    **#21 drill**

    **#3 mill needs an air hose with blower,**