Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name ___________________________ Date ____________

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?

   Tools + Machines mostly clean. Some chips left on the bandsaw.

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

   Done

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

   Done.

(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.

   #43 Drill missing from mill cabinet