Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Toby Harkins Date: Sept 16, 2014

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?

- Machines are basically clean.
- Tools left out: Calipers, parallels, bits, center drill
- Jobs/sawd left on table

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

- All look good but (Mill 3)

- Top bolt for retuning collet is loose

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

- Done. All seem to have proper oil levels

(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.

- Looks okay. Broken bit #38 has no replacement

- It is officially a royal pain to sift through boxes of bits in storage cabinet

- Broken in both mill + lathes. Cabinet sets

- Can this be improved?