Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Tobias Marriage Date: 5/29/2015

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?

Looks pretty good.

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

Yes.

The 1st lathe has been tied up with wire winding for > 1 week and does not seem to have changed.

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

Done. Dean will refill Straight.

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.

Up Dean to repurchase tips etc.

Lyk