Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name  **Matt Morris**  Date  2/23/15

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?

- Few mills needed cleaning
- C-clamps & measuring tools to be put away

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

- All machines running properly

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

- Oilers pulled

(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.

- #30 drill has been missing