Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Murdock Hart

Date: Oct 1, 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?

Lathe #2 not cleaned. Someone did a small plastic job & did not clean up. People need to sweep behind machines, drill press, wood chips behind. Otherwise encouraging.

Lathe #3 - still locked

Decimal equivalent posters need to be hung.

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

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

✓ Mills oiled

(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.

#36 drill missing - replaced

Bench Top space limited - it is not for storing projects. We need to find a solution.

Belt sander belt tracking wrong. Need to adjust,