Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Toby Marriage Date: May 4, 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?

   Everything clean. Everything put away.

   

   \( \frac{1}{2} \) Endmill in drill chuck?

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

   Ogeyo Mill #1 makes stuttering motor noise.

   Lathe #2 RPM gauge still stuck. Speed not reading out.

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

   Done. Levels look ok (can't read Lathe 2's level).

   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.

   All accounted for in drill indices reasonably complete.