Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name Zhilei Xu Date 3/13/15

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?

Matt Lathe No.1, dust tray is not cleaned.

Tools are put away.

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

No.

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

Mill No.3 lubricant level is low, told Dean.

Cutting oils are fine

(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.

The ones missing from last week is still missing.