Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

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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?

   No, but the debris tray on lathe 283 are not cleaned.

   Tools are put away.

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

   Yes. No.

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

   All oilers are pulled, lubricant level on lathe 2 cannot be read, other cutting oil looks 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.

   Missing items before + a pair of 1/8"x1"x6" parallel.