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?

Machines ok, brushed a few chips off band saw
Some stuff (sandpaper pieces, used towels etc.) on benches, but I cleaned them up no big deal

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

All good

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

OK

Replace cutting oil in brush receptacles. May need to go to main shop for oil.

Done - could use some more stainless cutting 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.

Still a few missing drills