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.

Some tools were left on the counter.

(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.

All look 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.

Same as last week.