Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Nate Bedwine Date: 2/8/14

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?

*Very clean - good job guys*

(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. Replace cutting oil.

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(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.

*Some tools left out on cabinets overall ok
Machine surfaces are clean*