Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Murdock Hart  Date: 10/23/2014

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?

Yes / Yes

(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.

Done

(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.

Dean gave us another drill index. It is in the mill cabinet.