Physical Sciences Bloomberg Student Shop  
Czar Weekly Checklist

Name: Tobias Marriage  
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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?
   - Mostly clean - bit of a mess around the sander.
   - Tools are in proper places.

2. **Run all machines.** Are any machines that are not working properly?
   - Yes, Yes

3. **Lubrication.** Pull all oilers on mills. Inspect all lubricant levels (mills and lathes) and report to Dean if low.
   - Oil may be low in lathe #2
   - Replace cutting oil in brush receptacles. May need to go to main shop for oil.
   - Yes, 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.
   - Red board looks fine
   - Taps: Tapparello drills: missing. Tap for 5/16-18, 1/2-15
   - Drills: 2-56 clear, 12-32 tap, clear
   - Drill index mostly complete (no single size missing from all index)
   - As request for 2nd 1/2-13 tap handle