Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name Zhilei Xu  Date 3/6/2015

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.
   And tools are put away.

(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.

   Pulled all oilers. Lubricant levels are OK.
   All cutting oils are filled

(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.

   Tools are put away and we are missing the following:

   1. Drill bits
      Red box: F, 1/8, #30
      Black box: 19/64, 1/2, 3/32, 2, 31, 32,33, ..., (all to the finest ones)

   2. Taps:
      12-24 tap drill #1, 12-28 tap drill #13, 3/8-16 clean drill letter X,
      3/8-24 clean drill letterX, 1/2-13 tap drill 27/64, 1/2-13 clean drill 17/32