Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Keith Redwine  Date: 4/24/15

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?

Pretty good

(2) **Run all machines.** Are any machines that are not working properly?

[Handwritten note: Lathe #2 sounds a little funny]

(3) **Lubrication.** Pull all oilers on mills. Inspect all lubricant levels (mills and lathes) and report to Dean if low.

[Handwritten note: Marked with a check]

Replace cutting oil in brush receptacles. May need to go to main shop for oil.

(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.

Good