Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name __________________________________________________________ Date ______________________

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?

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

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

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.