Physical Sciences Bloomberg Student Shop  
Czar Weekly Checklist  
Name Zhilei Xu Date 7/25/14

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?

Machines all look fine. Tools are generally 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.

Oil level on mills are low, all of them were topped off.

(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 still generally organized.