Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name Tom Fringer-Hleman Date 6 Dec 2014

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?

Tools are put away. Mill along long wall had metal clips on base - Shop relatively clean.

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

Done.

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

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.

Missing

| No 5/16-24 taps |
| #12-62 tap drill |
| 12-32 tap drill |