Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name ___________________________ Date __5/22/14__

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?

   All pretty clean
   Some tools on cabinets
   couple taps left out

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

   all ok

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

   all ok

(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.

   - #47, 48, 49 drills missing from mill cabinet
   - some broken drills on cabinet - not the missing ones
   
   all else ok