Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: [signature] Date: Sun Sep 7

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?

   OK, 2nd lathe has some mess.
   Only a few tools left out (Parallels, rule, file, calipers, center punch ...)

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

   lathes 1, 3 locked?
   If yes, machines run fine
   → 2nd mills brake seem weak - can't extract collet
   Tape not holding signs to wheels (clean-up procedure)

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

   Looks good. Can't see oil in 2nd

(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 look in place