Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name  [Redwine]  Date 8/1/14

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?
   - Chips on lathe #1
   - All else is clean

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

(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.
   - Tools are all there
     - Allen wrenches strewn around, among other things - I cleaned up a little