Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

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Date: 15/03/03

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?

   *in good condition*

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

   *all working*

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

   *all oiled*

(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.

   \[
   \begin{align*}
   12-24 - &\text{ clear drill} \\
   12-32 - &\text{ tap + tap drill} \\
   3/8 - &\text{ 16 - clear drill} \\
   1/2 - &\text{ 13 - clear drill + tap drill} \\
   3/8 - &\text{ 24 - clear drill} \\
   \end{align*}
   \]

   *misc drill bits next to drill sets*

   *empty*