Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

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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?

- Basically good in terms of machine cleaning.
- Oil pooled up in trough of lathe 1.

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

- All run properly. Lathe 3 is locked.

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

- Done. Everything looks good.

(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.

- Drill index in little cabinet missing.