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?

  Lathe 2 was dirty, so we cleaned it.
  Glass from sand blaster was cleaned up.

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

  All machines work.

(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.

  #1 Center drill bit is missing from new set in mill list.
  #59, #58, #56 drill bits missing from new set in lathe list.
  New dial calipers missing from lathe list.