Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Mordock Hart  Date: 6/6/15

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?

   A few tools out, minor considering we are seeing increased usage.

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

   Mill #1 down - electric motor brake upgrade.
   Mill #2 and #3 have motor brake installed, and it works.

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

   Replace cutting oil in brush receptacles. May need to go to main shop for oil.

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.

   #15 and #16 drill
   #19, #35, #36, #43, #48, #51, #54, #58, and #60 in bottom of index