Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name  Tom Esinger-Hileman  Date  17 Dec. 2014

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?

   Good

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

   Done

(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.

   Missing #12 clearance & tap drills
   #3/8 clear drill
   #1/2 clear & tap drill

   Missing one #42 drill