Physical Sciences Bloomberg Student Shop  
Czar Weekly Checklist  

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Date: 8/29/14  

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?  
   Few chips on lathe #1 (closest to door), mill #1  
   Overall a little messy, could use cleanup  
   Fair number of tools lying around  

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

(3) **Lubrication.** Pull all oilers on mills. Inspect all lubricant levels (mills and lathes) and report to Dean if low. Replace cutting 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.  
   Still missing drills #47, 48, 49