Physical Sciences Bloomberg Student Shop
Czar Weekly Checklist

Name: Matt Morris 
Date: Jan 30, 2015

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?

    I mill & 1 lathe being used, otherwise clean

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

    all machines good

(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.

    some tools being used, will recheck monday