LOM Shop Monthly Inspection Record (page 1 of 2)

Building _____ Room/ Column _____

√ Satisfactory **R** Requires follow-up **U** Urgent attention required

Outside postings: Eye protection required; Authorized users only; User Shop Access List, Lead postings

Inside postings: User Shop Access List; Machine Daily Checklists, Lead postings, Safety Rules

	General Criteria																				Sander				Drill Press								Pedestal Grinder								
Date	Deficiencies corrected	Outside postings	Visitors safety glasses	Inside postings	Overhead & task lamps OK	Work table clean; machines free of debris	Clamping mechanisms OK	Machines anchored to floor	Access to emergency power disconnects	Auto machine restart inhibit working OK	Egress aisles clear	Machine working areas clear	General housekeeping	No tripping hazards	Spill control kit available	Waste lead container in place & labeled	Oily rag container in place & labeled	General Vacuum OK with correct label	Power cords OK & properly secured	Lead Vacuum OK with correct label		Guards in place: in-going nip points	Belt OK			Guards in place: power transmission, pulley	Belt & pulley guard interlock OK	Transparent shield in place & clean	Drill bits OK & properly stored	Clamping devices OK	Brush and dust pan			Wheel & Spindle end nut guard OK	Work rests within 1/8" of wheel	Tongue guards within 1/4" of wheel	Wheel face evenly dressed	Power transmission guarding in place	Wheel speed rating > machine rpm	Transparent shields in place & clean	Vibration free running

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Building _____ Room/ Column _____

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	Lathe						Mill								Horizontal Band Saw								Vertical Band Saw									
Date	Chip breaker in place & secure	Chuck enclosures OK	Splash shields & pan in place	Cutting bits OK & properly stored	Transparent shields OK		Guards in place: power transmission, pulley	Belt & pulley guard interlock OK	Transparent shield in place & clean	End Mills and Drill bits OK & properly stored	Clamping devices OK	Brush and dust pan			Guards in place: power transmission, pulley	Belt & pulley guard interlock OK	Transparent shield in place & clean	Blade OK & properly stored	Clamping devices OK	Brush and dust pan	Blade Guard in place	Wheels locked or Machine secured to floor	Guards in place: power transmission, pulley	Belt & pulley guard interlock OK	Transparent shield in place & clean	Blade OK & properly stored	Clamping devices OK	Brush and dust pan	Blade Guard in place	Wheels locked or Machine secured to floor	Comments	Initials