# Daily Tasks For Robotic Swarm Control Lab

Laser Cutter Maintenance: Each workday, use cotton swab to clean 4 lenses. Inspect tray to see if it needs to be emptied. Check and organize stock: optical cleaner, plastics and wood. If any are low, contact Dr. Becker.

**Responsibility: Shiva Shahrokhi (832) 470 8229** [**sshahrokhi@uh.edu**](mailto:sshahrokhi@uh.edu) **11/18/2015**

**name phone email date**

Sink/Coffeemaker/Refrigerator: Each workday, use sponge to clean sink surface. Check coffee/tea mess items and refrigerator, clean if needed. Check stock, contact Dr. Becker if items need to be ordered.

**Responsibility: Li Huang (713) 497 9818** [**lihuang.mech@gmail.com**](mailto:lihuang.mech@gmail.com) **11/18/2015**

**name phone email date**

Tool Chest 1 and Tool Chest 2: Each workday, replace tools in assigned drawers. Clear the desktop. Vacuum debris if needed. Ensure all tools are labeled “RSCL” or “Dr. Becker”, and all tools have a labeled home. Water plants 1x per week.

**Responsibility: Aaron Becker (217) 722 2058** [**atbecker@uh.edu**](mailto:atbecker@uh.edu) **11/18/2014**

**name phone email date**

3D Printer table & Solder Bench: Each workday, replace tools in assigned drawers. Clear the tabletop. Vacuum debris if needed. Ensure all tools are labeled “RSCL” or “Dr. Becker”, and all tools have a labeled home.

**Responsibility: Srikanth KVS (713) 357 8997 [skuenkatasudarshan@uh.edu](mailto:skuenkatasudarshan@uh.edu) 11/18/2014**

**name phone email date**

Magnetic Manipulation Table & Electronic Parts: Each workday, replace tools in assigned drawers. Clear the tabletop. Vacuum debris if needed. Ensure all components are labeled “RSCL” or “Dr. Becker”, and all tools have a labeled home.

**Responsibility: Henry Council (406) 478 3231** [**henrycouncil@gmail.com**](mailto:henrycouncil@gmail.com) **11/18/2014**

**name phone email date**

Printer Maintanance & Supplies: Replace cartridges and paper, contact Dr. Becker if supplies low

**Responsibility: Chioma (832) 952 7485** [**nshioma@uh.edy**](mailto:henrycouncil@gmail.com) **11/18/2014**

**name phone email date**