

# Competency Checklist: Drill Press

Student Name:

Instructor name:

Date:

## SET-UP

Mark center of desired hole on material

Select drill bit in desired size

Insert bit into chuck, flutes exposed, and tighten with chuck key

Choose a method of safely securing the material (clamp, vise, by hand as appropriate)

Adjust height of table for desired depth of cut

Double check that all components of machine and material are secured before use

Check that you have secured clothing, jewelry, hair, etc. that will get close to the machine

Put on safety glasses, ear protection, and dust mask as needed

## OPERATION

Turn on machine

Make sure bit is not wobbling before drilling. Turn off machine and re-install drill bit if needed

Lower handle to complete drilling of hole to desired depth. Clear the chips from the material as needed by raising and lowering the drill bit at intervals

Raise handle to remove drill bit from piece before turning off machine

Turn off machine

Unclamp material and clean up chips

Clear scrap material from workspace

Remove drill bit and replace in drill index