

# Master Tool and Feature Recording Form Instructions

**Form Number (MF-Init-#):** MF - \_\_\_\_\_ - \_\_\_\_\_ In the First Blank after “MF” write your initials (First and LAsT). *If there is more than one person being recorded with this form, the initials should be of the person recording.* In the next blank, write what number (starting with 1) form this is for you. So, if your name is John Smith and this is the third MT&FRF you are filling out, this would read: MF – JS – 3.

**Add. Sheets? Y / N # of Add. Sheets** \_\_\_\_\_ If there are no additional sheets related to *this individual recording session*, then circle “N.” If you require more room to record information (e.g. extra information in the “notes” section or a form to complete a detailed sketch), then circle “Y” and write the number of additional sheets in the blank provided.

**Recorded In Database**  Please leave this blank. This is for us to check once the information contained on this sheet has been manually entered into our electronic data base.

**Date:** \_\_\_\_\_ In the space provided, write the date (MM/DD/YY) that this activity is taking place.

**Weather/Temp:** \_\_\_\_\_ / \_\_\_\_\_ In the first blank provided, please write a brief description for the weather. Abbreviations are acceptable (S – sunny, W-windy, CD-cold, CL-cool, OC-overcast, etc). In the second blank, please record the temperature within ten degrees (e.g. 60's).

**Location:** \_\_\_\_\_ In the space provided, please record the location the activity is taking place. Be as descriptive as possible.

Circle One			
<b>Procurement</b>	<b>Manufacturing</b>	<b>Tool Modification</b>	<b>Gift</b>
<b>Processing</b>	<b>Assembling/Finishing</b>	<b>Purchase</b>	

Please circle one of the above descriptions that most closely matches the activity being recorded.

- *Procurement* – Cutting, Quarrying, Gathering, etc.
- *Processing* – Rendering, Drying, Splitting, etc.
- *Manufacturing* – Knapping, Carving, Grinding, Twisting, etc.
- *Assembling/Finishing* – Attaching, Hafting, Firing, etc.
- *Tool Modification* – Anything done to a tool after it receives a Tool Number
- *Purchase* – anything bought
- *Gift* – Anything donated to the project

**Description of Activity:** \_\_\_\_\_

Provide a brief description of the activity being recorded. For example: Knapping Argillite Biface or Procuring Dogbane

**Previous or Same Stage Related Form #(s)/% Used:** MF-\_\_\_\_-\_\_\_\_/\_\_\_\_ Other forms related to the activity being recorded on this form will be tracked in this section. The forms from the stage that *immediately* come before the present stage, or those from the same stage need to be recorded here. For instance, If You are Twisting Dogbane into cordage (Manufacturing), then you need to record the form number from when the dogbane fibers were prepared (Processing). You DO NOT NEED to record the form number from the procurement stage because that was recorded on the processing form and carries with it. The only time numerous entries will occur here is when materials from several forms are being used at the same time (most often at the assembly stage). After filling out the appropriate form number, record the percentage of the material from that form that is being used (this way I can keep track of time and labor). For instance, if you are using half of the dogbane procured from for MF-BS-32, then the entry should read, MF-BS-32/50%.

**Name(s)/Individual Time Invested:** \_\_\_\_\_ / \_\_\_\_\_ Record the name of every individual whose work is being recorded on this form. In the second blank provided, record the amount of time each individual invested in this task. Use a 60 based decimal system. For instance, if John Smith work for one hour and 23 minutes the entry would read: John Smith/ 1.23.

Tool #	Tool Type	Time Used	Motion	Efficiency	Objective Material	Amount Obj. Mat.	Wear On Tool

This section is used to record tool use, tool efficiency, and tool wear.

- Under tool #, record the tool # if it has one, if it does not leave it blank.
- Under tool type, provide a description of the tool (e.g. knife, hammerstone, etc.).
- Under time used record the amount of time *this particular tool* was employed in the task (use 60 base decimal system).
- Under motion, record the motion in which the tool was used. Examples include, but are not limited to: Digging, Chopping, Scraping, Rasping, Sawing, Cutting, Carving, Dicing, etc
- Under Efficiency, record the efficiency of this tool for *this particular task*. Use the following guide:  
= 90 + %; 2 = 66 + %; 3 = 50 + %; 4 = 33 + %; 5 = 10 + %
- Under Objective Material, record the material on which the tool was being used
- Under Amount of Objective Material, record the Amount of Material affected by this particular tool
- Under Wear on Tool, record if any macroscopic wear occurred on this tool from *this particular activity*.

**Total Man Hours:** \_\_\_\_\_ In the space provided, record the *total time everyone recorded on this sheet* worked. This should equal the sum of the times recorded next to everyone's individual names.

**Total Objective Material After Activity Completion:** \_\_\_\_\_ In the space provided, record the amount of material left after the activity being recorded on this sheet was completed. For instance, if after removing the hulls from 10 gallons of black walnuts, you are left with +/- 4 gallons of walnuts, record 4 gallons in this space.

**Photo Log Sheet/ #: PL** \_\_\_/\_\_\_ In these spaces record any photo log sheets and corresponding individual photograph numbers that contain related photographs of the activities being recorded on this form. So, if photographs 20,21,22, and 23 on PhotoLog sheet 10 are relevant, the entry should read: PL10/20-23.

**Notes/Recommendations:** In this section, *record any additional information* about the activity recorded on this form that should be noted. This includes problems encountered, suggestions, etc.

**If Purchase/Gift –** Item: \_\_\_\_\_ Amt: \_\_\_\_\_  
Cost: \_\_\_\_\_ Supplier: \_\_\_\_\_

Self Explanatory. Circle Purchase or Gift and fill out remaining information.

**If Assembly – Other Materials Utilized/Purpose:** \_\_\_\_\_/\_\_\_\_\_

These spaces are reserved for expendable items utilized in assembly that may or may not have forms associated with them (Hide Glue, Pitch, etc.). Fill out material/Purpose – for instance Hide Glue/Mastic.

**If Pottery:** Clay Source: \_\_\_\_\_ Quarrying Technique: \_\_\_\_\_

Temper(Type/Ratio): \_\_\_\_\_/\_\_\_\_\_

Type of Molding (circle) coil, slab, mold, other \_\_\_\_\_

Shaping: (circle) hands, scraper, other \_\_\_\_\_

Compress: (circle) paddle, roll, polish, hand, other \_\_\_\_\_

Decoration: \_\_\_\_\_

Measurements:

	Wet	Dry	Fired
<b>Depth</b>			
<b>Diameter</b>			
<b>Thickness</b>			

Firing – Fuel Type/Hearth Type \_\_\_\_\_/\_\_\_\_\_

Preheating – Position/Time \_\_\_\_\_/\_\_\_\_\_

Firing – Position/Time \_\_\_\_\_/\_\_\_\_\_

Cooling – Type/Time \_\_\_\_\_/\_\_\_\_\_

This section is only applicable to pottery manufacturing. Sections are self explanatory.

**If New Tool:** Tool/Feat #: \_\_\_\_\_ Type: \_\_\_\_\_ Quality (circle) A B C D E

Length of Working Edge: \_\_\_\_\_ Working Edge Angle: \_\_\_\_\_ Len: \_\_\_\_\_ Wid: \_\_\_\_\_ Thick: \_\_\_\_\_

**Model/Research/Related Forms:** \_\_\_\_\_

Please leave the above section blank. It pertains to my record keeping system and I will fill it out when I record the forms in my database.

**Sketch:** If applicable, please include a quick sketch along with scale or measurements.