

Papermaking Area

Name: _____

Date & Hours Worked: _____

Wet Room

General

- Sweep entryway, stairs, and floor when dry.
- Rinse and clean out insides and outsides of stainless steel vats with cleanser
- Move dry felts from drying rack to top of felt rack
- Wipe down and clean tables with Ajax
- Slosh out and hang draining fabric
- Slosh out mesh in drain
- Slosh out and hang extra drain mesh
- Push any water towards drain
- Squeegee floor
- Clean pulp off wall and drying boards
- Organize and rinse out buckets
- Check to make sure pulp in buckets has a date on it; if it's too old, toss it out
- Check mold and deckles to make sure they are matched up, clean pulp out of dirty molds

Supplies

- Retention Aid
- Formation Aid
- Matches
- Pigments
- Paper Towels
- Cleaning Supplies

Rebecca Beater

- Grease weekly with grease gun
- Fill, run, and clean beaters
- Make sure inside is free of pulp
- Check gears and clear any caught pulp/material
- Wipe down outside of beater so it is clean and free of pulp

Valley Beater

- Grease weekly with grease gun
- Fill, run, and clean beaters
- Make sure inside is free of pulp
- Check gears and clear any caught pulp/material
- Wipe down outside of beater so it is clean and free of pulp

Dry Room

General

- Sweep floor in dry room and office
- Clean white table with cleanser or windex
- Empty drying rack; put papers in individual drawers (they should be labeled) or in No Name drawer
- Organize blotters, toss old or dirty ones

Comments, problems, shortages:
