

# Intaglio Area

Name: \_\_\_\_\_

Date and Hours Worked: \_\_\_\_\_

- Pick up area and discard trash
- Check presses to make sure they're working and fold up blankets so they go with each press.
- Clean the white sink with Ajax --use the pressure washer to clean out the drain traps if they are too dirty
- Clean white book tables, put chairs around tables so they are ready for class.
- Refill rag boxes and dump full rag cans into large red container in acid room
- Refill paper towels
- Check yellow pad for notes

## Spray Booth

- Check to see if filters are clogged and replace with new ones
- Remove old newsprint and replace with new

## Soaking and Pressing Area

- Empty soaking sink of water and paper ( if they are leftover/disintegrated, put on wire screens to dry)
- Sort blotters (dry on table/wet on rack) Put out new blotters.
- Put any damaged blotters behind the flat files under the pressing boards.
- Remove any forgotten prints (if dry) from Intaglio Press Boards and place in the drawer

## Inking/Wiping/Yellow Shelves/Rosin Box

- Clean glass inking slabs with Windex

### • Check and refill all supplies:

-mineral spirits	-Ink Eater	-Acetone	-Denatured alcohol
-Glycerine	-Plate oils	-magnesium	

- Add more rosin to box.
- Snap out tarletans, throw away old ones and replace with new crumpled tarletans
- Cut mat board squares to 2" x 2"

## Acid Room/Parts Washer/Solvent Cabinet Areas

- Make sure lids are down on acid trays
- Fill whiting and vinegar containers under sink
- Refill turpentine, lacquer thinner, acetone, mineral spirits, denatured alcohol, stop-out varnish, soft and hard ground.
- Put out more paper cups
- Wash acid and whiting out of sink.
- If low, mix more sugar lift, strawhat lift, strawhat stop-out, Sara Parr Hardground.

## Other areas when you have extra time or are looking for jobs to do:

- Clean up scraps from under plate cutter.
- Clean grey tables.
- Clean outsides of ink cans.
- Plant maintenance.
- Sweeping and vacuuming.
- Cut sandpaper down and put in drawers under Osaka press.
- Clean plastic strips on Acid Room.

***When you leave return keys to workstudy locker and lock all cabinets including the tool locker!***

Comments, Problems, Shortages:

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