

# Letterpress Checklist:

Name \_\_\_\_\_

Date: \_\_\_\_\_

## The Kelsey:

- The Rollers are in the down position NOT up against the inking plate
- There are extra sheets of Typyn Cut Down and stacked near the press
- The rollers and metal surfaces are clear of ink

## The Showcard:

- The area is clean of ink (wipe down with mineral spirits) and dust
- Return any magnets, spacing, or type to the drawers
- Neatly Stack the packing below the press
- Ensure the metal guide bars are in the correct colored tubes

## The Vandercook:

- The Top Assembly is in the lifted position (The black round knob should be up)
- The printing bed is clear of ink, debris, and loose type
- The rollers appear clean - if not, clean them
- Check the ink stock to see that the lids are on and nothing has run out
- There are adequate, dated sign up sheets

## The Type:

- Galley trays all have labels and dates - distribute type for any that have been left too long
- Dust all the showcard type on the vertical stands
- Put away any stray type
- Put any pied (ruined/spilled) type into the hellbox to be recycled
- Ensure that all the drawers have labels and are pushed all the way in
- Ensure that there are enough printed galley tray tags in the grey plastic spacing cabinet

## ADVANCED VANDERCOOK TASKS:

- Oil the Vandercook and put a dab of Vaseline on the worm gear*
- Change the tympan packing on the Vandercook when it is dirty or has a lot of impression*
- Check and adjust the roller height (the ink mark should be the width of a dime before tightening down)*
- Thorough Cleaning: Scrub down the whole press (except for the rubber rollers and wooden feedboard) with scotch brite pads and solvents, vacuum out debris underneath the bed, and polish brass elements. Use a dremmel with wire brush attachment for tight areas*