

Lithography Area

Name: _____

Date and Hours Worked: _____

General

- Pick up area and discard trash.
- Clean white sink.
- Refill paper towels.
- Check and refill newsprint roll.
- Check yellow pad for notes, reply and sign/date.
- Water plants.
- Clean white tables.
- Clean stainless steel area and inking slabs.
- Make sure grease container and grease knives are at all 3 presses.
- Put out more phone books.
- Replace press sign up sheets.
- Refill rag boxes, dump full rag cans into large red container in Acid Room.
- Put out new sponges if current ones are old, dirty, etc.
- **Check photolitho developer in the new darkroom. There should be 6 gallons. Check packets of photolitho developer in the screenprinting cabinet--**if low, note on this checklist.****
- Check drying rack for old prints, put in flat file near pressing boards rotate the rest to the bottom.
- Straighten graining sink, make sure levigators are drying face up.
- Refill small grit containers; check large grit containers and if low, let the Coordinator know.
- Mix more Citric Acid Counteretch if low.
- Replace old cheesecloth, put out 8 more pieces.
- Check presses for scraper bars that have been left out and put away.

Inking Stations

Make sure each station has enough of the following supplies:

- | | |
|--------------------|-----------------|
| -Gum Arabic | -Shop Mix Black |
| -50/50 | -Crayon Black |
| -Asphaltum | -Rosin |
| -FPC | -Magnesium |
| -Lithotine | -French Chalk |
| -Restore the Earth | -Litho Inks |

Processing Station

- | | |
|---------------------|---------------------------|
| -Webril wipes | -Lithotine |
| -Tusche, toner, etc | -Acetone |
| -Gum | -Rosin/talc |
| -50/50 | -Mix Tapem if low |
| -Asphaltum | -Tusche, liquid and paste |

- Make sure each station has ink knives (2) razor scraper (1) litho fan (1).

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

- Clean all tables and surfaces in litho area.
- Clean large self-healing mat.
- Find all rulers in the Printshop and hang them up.
- Clean outsides of litho ink cans.
- Plant maintenance.
- Sweeping and vacuuming.
- Remove metal stopper in litho sink and drain out water.
- Organize scraper bars by size-put broken ones in broken scraper bar area.
- Clean grease off tympan.

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

Comments, Problems, Shortages: _____