

Relief Area

Name: _____

Date and Hours Worked: _____

Inking and Press Areas

- Check all ink stock and replace empty inks____
- Clean glass inking slabs and 4 x 8 foot glass slab--use Windex so it cleans better____
- Check that brayers are all accounted for and put away in their proper places, clean if dirty____
- Put old prints in bottom of drying rack; if too many, put in "Unclaimed Prints" drawer (right side) on way to Litho____

Refill: •mineral spirits____

•other solvents____

•Ink Eater____

•Windex____

•Restore the Earth____

•Refill rag boxes and dump full rag cans into large red container in Acid Room____

•Check the presses to make sure they are working and clean the pressbeds____

•Put out more phone books and cut down if needed____

•Cut down matboard squares to 2" x 2"____

-Clean:-ink knives hanging up and put out

razor scrapers if low--there should be 2 out in Relief____

General Studio Upkeep

- Clean white sink and put out more lava soap if needed____
- Organize stools around white tables so they are ready for class____
- Pick up area and discard trash____
- Check yellow pad for notes--check off and date/initial when completed____
- Clean white table tops with magic eraser/comet (don't overload surface with water or they will get damaged)____
- Recycle or put leftover newsprint in recycled newsprint drawer____
- Water plants____
- Fill newsprint rolls____
- Refill paper towels____

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

- Clean off flat file surfaces____
- Clean off grey tables____
- Dust type area____
- Clean surface of paper cutter____
- Make sure all cabinets are locked up____
- Organize blankets and put by each press____
- Plant maintenance____
- Clean outside of Ink Eater bottles____
- Groom lids and clean outsides of ink containers and surfaces of Relief Inks (use Vaseline for lids)____
- Mix up more methycellulose (on yellow shelf). Recipe and supplies in small grey cabinet in Acid Room____

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

Comments, Problems, Shortages:
