

Screenprinting Area

Name: _____

Date and Hours Worked: _____

General

- **Refill all ink containers.**
- Clean ink tables, dispose of student clutter,
- Cut down mat board chips (2" x 2")
- Refill Windex, Restore the Earth, glycerine, water.
- Put out more Soft Scrub and Sponges as needed.
- Check and refill paper towels
- Check and refill newsprint roll
- Put any leftover Xante or acetate on the shelves of the screen rack.
- Check print drying rack for old prints, move old prints to "Unclaimed Prints" on the screen rack.
- Move dry screens from fans into storing racks
- **Clean all tables with Restore the Earth (or Ajax if stained).**
- **Check yellow pad for notes**
- Put any Xante or acetate into their drawers

Paper Tearing Room

- Clean hole punch area
- Clean paper tearing surface and paper tearing bar

Screen Wash Area

- **Check and fill chemicals:**
- Refill emulsion remover/degreaser
- Scrub sinks with Comet, rinse out sponges, put out new ones and throw away rotten sponges
- Dump out sink strainers--clean if necessary with pressure washer or put out new strainers.

Screen Exposure Area

- **Clean glass on exposure unit with Windex to remove dried emulsion.**
- Remove dried emulsion from glass table and replace blotting paper

Litho Darkroom

- Clean sink with Comet, put out more sponges.
- Clean glass on exposure unit with Windex
- Refill water, vinegar, soda ash (aka Super Washing Soda)
- **Refill photolitho developer--make sure there are at least 6 gallons out at all times.**
- Rinse out developing trays with water, store under sink.

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

- Clean all the white tables thoroughly.
- Clean squeegees, (blades and handles).
- Check ink stocks (**leave a list if any are low**)
- Clean area under sinks
- Clean ink containers.
- Mix up Shop Inks into large and small containers.

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

Comments, Problems, Shortages:
