

# Book Area

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

Date & Hours Worked: \_\_\_\_\_

- CLEAN WHITE SINK
- REFILL INK EATER, WINDEX, RESTORE THE EARTH, AND MINEARL SPIRITS
- DEEP CLEAN THE WHITE TABLES WITH A MAGIC ERASER
- CLEAN THE GUILLOTINE OF SCRAPS AND BUFF DOWN
- DUST ALL TYPE (FROM TOP DOWN)
- CLEAN BOTH CUT TRIMMERS
- CLEAN PAPER TEARING TABLE WITH WINDEX
- WIPE DOWN SCANNER AND COMPUTER MONITORS WITH WINDEX
- SWEEP PAPER TEARING ROOM
- CHECK ALL BOOK CABINETS (NO MISSING ITEMS)
- CLEAN GLUE BRUSHES AND GLUE CUPS WITH HOT WATER
- ORGANIZE BOOK WEIGHTS
- CONSULT SYLLABUS (POSTED ON PRINTSHOP DOOR) AND
- COMPLETE LETTERPRESS CHECKLIST IF NECESSARY

## **IF YOU HAVE TIME:**

- ORGANIZE THE STAMP ARCHIVE
- SWEEP THE FLOOR
- GO THROUGH POSTINGS ON THE BULLETIN BOARD AND REMOVE OLD ONES

## **Comments, problems, shortages:**

---

---

---

---

---

---