

BOOKS AREA

NAME: _____

DATE: _____

GENERAL

- Clean white sink
- Consult syllabi in workstudy locker in white binder, and prep area for the next class
- Clean white tables with a Magic Eraser or Restore the Earth and microfiber rag (don't overload surface with water or it will warp)
- Sweep around white tables
- Clean the Guillotine of any left over paper scraps and wipe down
- Dust all type above type drawers
- Clean both Kutrimmers (paper cutter and book board cutter) with Windex/Restore the Earth
- Clean paper tearing table with Windex and carefully clean off any ink on paper tearing bar (it's sharp so please be careful)
- Clean scanner glass and computer screens with Windex
- Sweep and vacuum Bridge (paper tearing room)
- Clean any dirty hard glue brushes and glue cups with hot water
- Organize book weights. Make sure there are none resting on the glass
- Consult any book syllabi (if any for the semester) and prep area for the next class

REFILL

- Windex
- Ink Eater
- Newsprint
- Restore the Earth
- Mineral Spirits
- Oil Based rags around the shop

OTHER PROJECTS IF YOU HAVE TIME

- Organize the Stamp Archives
- Sweep and vacuum floor
- Go through postings on the bulletin board in screen and discard any outdated ones (leave artwork)
- Clean all cutting mats with Windex (use and razorblade to gently scrape off any hard glue or ink)
- Complete Letterpress Checklist if necessary

BEFORE LEAVING LOCK TOOL LOCKER AND ALL OTHER CABINETS. RETURN KEYS TO WORKSTUDY LOCKER

COMMENTS, PROBLEMS,

NOTES: _____

