

CLOSING LIST

NAME: _____

DATE: _____

SCREENPRINTING AREA:

- Turn off all fans (drying racks and darkroom)
- Pick up and discard any trash
- Spot sweep
- Check ink storage area and clean glass
- Move chairs back around fabric table
- Clean white tables that are dirty
- Check sinks and rinse out all drain traps and sponges
- Remove sponges from sink bed and hang to dry
- Turn off all lights

INTAGLIO AREA:

- Pick up area and toss the trash!
- Sweep
- Wipe those tables down
- Check all cabinet locks and lock if open
- Put away left out materials
- Drain paper soaking sink
- Clean white sink and clean drain traps
- Make sure all lids are on all Acid baths

LITHO AREA:

- TRASH
- Put away all left out materials
- Clean all glass tables/inking slabs
- Sweep
- Put away tympan and scraper bars
- Check and refill all solvents and cleaning supplies at all 3 workstations

GENERAL:

- Remind all those without 24hour access to leave the shop by closing time
- Bring water based rags down to the custodial office
- Make sure Diana's office door is locked
- Put Closing List and other finished check lists under Diana's door

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

COMMENTS, PROBLEMS, NOTES: _____

