



Intaglio

NAME: _____

DATE: _____

GENERAL

- Restock all Intaglio inks, check blacks, white and transparent base in particular
- Consult syllabi in workstudy locker in white binder, and prep area for the next class
- Put out new tarlatans, go through old tarlatans and ones that cannot be used anymore in fluorescent container
- Clean the white sink with Ajax and use the pressure washer to clean out the drain traps if they are dirty
- Clean white tables with a Magic Eraser or Restore the Earth and microfiber rag (don't overload surface with water or it will warp)
- Arrange all chairs around the white tables
- Clean grey tables
- Refill rag boxes and dump full red rag cans into large rag container in Acid Room; restock rags in boxes
- Refill paper towels
- Check yellow pad for notes. Fix issues if possible, reply, initial, and date
- Clean up scraps from under plate cutter
- Clean all glass surfaces with Windex
- Refill all solvents, Ink Eater, etc.
- Fold up all press blankets left out and put in boxes underneath each press or on top of press if no corresponding blanket box
- Add 1 Tablespoon of Rosin to box if needed and write the date on the chart
- Throw away old used Tarlatans in Hazardous Waste bin, replace with cutdown and crumpled new ones.
- Cut 2"x2" mat board squares and refill if low
- Cut sandpaper down and restock in drawers under Osaka press

SPRAY BOOTH

- Check and replace clogged/dirty filters. Dispose of old filters in Hazardous Waste bin in Acid Room
- Remove old newsprint and replace with used newsprint in Recycled Newsprint flat file

SOAKING AND PRESSING AREA

- Empty soaking sink of water and paper (if there are leftovers and no one is printing) and put on wire racks under sink
- Sort left out plotters, put wet blotters in racks above. Put all warped/damaged blotters behind press boards/flat files under press boards and replace with new blotters
- Remove all dry forgotten prints from Intaglio Press Boards and place in the Intaglio Prints flat file

ACID ROOM/PARTS WASHER/SOLVENT CABINET AREAS

- Make sure lids are covering each acid tray
- Hose down sink and get rid of any whiting; rinse out drain trap to remove whiting
- Fill Whiting and Vinegar containers under sink
- Check and refill all grounds, solvents
- Put out new foam brushes and regular brushes in container (in grey cabinet)
- Use the pressure washer to clean the mesh from the Parts Washer

OTHER PROJECTS

- Clean outsides of intaglio cans
- Smooth out ink surfaces inside ink cans. Add vaseline to lids. Smooth ink surface so ink forms a flat skin
- Organize drawers under Osaka press
- Sweep and Vacuum

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

COMMENTS, PROBLEMS, NOTES: _____
