

LETTERPRESS

NAME: _____

DATE: _____

GENERAL

- Clean white tables with a Magic Eraser or Restore the Earth and microfiber rag
- Consult syllabi in workstudy locker in white binder, and prep area for the next class
- Clean the white sink with Ajax and use the pressure washer to clean out the drain traps if they are dirty
- Put away any leftover type in correct type drawer

VANDERCOOK

- Make sure the Top Assembly is in the lifted position (The black round knob should be up)
- Clean all ink, debris, and loose type off press bed
- Clean rollers if dirty with **California Wash ONLY**
- Check letterpress ink stock in black locker under press and report any low or empty inks below
- Double check that ink lids are on
- Check that the "Operator" side of the rollers are in the correct position
- Put vaseline on the "worm gear"

TYPE

- Make sure Galley Trays all have labels and dates. Put away type in unmarked galley trays or all type left out longer than 2 months. Make sure to put type away in the correct type drawer
- Dust all visible type above type drawers
- Put any pied (ruined/spilled type) into the Hellbox to be recycled
- Ensure all type drawers are labeled and pushed all the way in
- Reprint and restock Galley tray tags in the grey plastic spacing cabinet

SHOWCARD PRESS

- Put out more red tympan if needed
- Clean ink off press with Mineral Spirits
- Put away left out magnets, spacing, and type
- Organize the metal guide bars in the correct colored tubes

PEARL PRESS

- Make sure rollers are not parked on the ink disc or it will ruin the rollers.
- Oil the 20 small oil holes marked with red paint using 30 weight non-detergent motor oil.

KELSEY PRESS

- Make sure the Rollers are in the down position and NOT up against the inking plate
- Cut and replace extra Tympan sheets and stack near press
- Clean ink off rollers and metal surfaces with Mineral Spirits

ADVANCED VANDERCOOK TASKS (Only work on if you've been trained in to do so)

- Oil the small oil holes marked in red paint on the Vandercook and put a dab of Vaseline on the worm gear
- Change the tympan packing on the Vandercook when it is dirty or has a lot of dents impressions
- Vacuum out debris underneath the bed
- Polish brass elements with NeverDull

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

COMMENTS, PROBLEMS, NOTES: _____
