

PAPERMAKING

NAME: _____

DATE: _____

WET ROOM

GENERAL

- Move dry felts from wire drying line, brush off felts on a table to remove pulp, stack near door
- Remove mesh from drain, clean out pulp, throw in trash, replace with clean mesh
- Make sure pulp in buckets has a date that is not expired, if expired email students to take care of it
- Clean off laminated tags with alcohol spray in the "Dirty Tag" bucket and put into the "Clean Tag" bucket
- Restock laminated tags in the "Clean Tag" bucket from the silver cabinet if more are needed
- Rinse any dirty buckets that are left out and stack in a pyramid
- Squeegee floor and push any left over water towards drain
- Sweep entryway, stairs, and floor (when dry)
- Rinse and clean outside and insides of stainless steel vats with cleanser
- Wipe down and clean tables with Ajax and Windex
- Clean any pulp off walls and drying boards

SUPPLIES (make more/refill if needed)

- Retention Aid
- Formation Aid
- Smaller containers of Retention and Formation Aid in the Fridge door
- Matches
- Pigments
- Cleaning supplies
- Let the Director or Assistant know if Paper Towels and Pink Soap are low so they can contact Custodial

REBECCA BEATERS

- Grease weekly with grease gun
- Fill with water, run, and clean beaters to make sure the insides are free of pulp
- Check gears and clear any caught pulp/material
- Wipe down outside of beater so it is clean and free of pulp

VALLEY BEATER

- Grease weekly with grease gun
- Fill with water, run, and clean beaters to make sure the insides are free of pulp
- Check gears and clear any caught pulp/material
- Wipe down outside of beater so it is clean and free of pulp
- Hang up weights if they are on the floor

DRY ROOM

- Sweep floor in dry room and office
- Clean white table with cleanser or Windex
- Empty drying rack; put papers in individual drawers (they should be labeled) or in No Name drawer
- Restock cardboard, discard of any warped cardboard
- Organize blotters, toss old or dirty ones

BEFORE LEAVING LOCK UP KEYS AND CABINETS. MAKE SURE PAPER STUDIO OFFICE IS LOCKED

COMMENTS, PROBLEMS, NOTES: _____

