

PHOTOGRAVURE DARKROOM

NAME: _____

DATE: _____

GENERAL

- Sweep
- Consult syllabi in workstudy locker in white binder, and prep area for the next class
- Vacuum
- Pickup area and discard trash
- Check yellow pad for notes. Fix issues if possible, reply, initial, and date
- Organize and put items away if out of place
- Clean metal surfaces, including metal sink
- Dump out sink strainer and clean with pressure washer if necessary
- Throw away left over metal shavings near Kuttrimmer.
- Discard any old and gross sponges. Replace with new ones
- Clean cutting mat with Windex
- Clean and organize area under sink
- Rinse out any dirty developing trays with water and store upsidedown under sink
- Check exposure unit Kreene to make sure vacuum works and is not damaged

REFILL

- | | | | |
|---------------------------------------|--|---|---------------------------------------|
| <input type="checkbox"/> Windex | <input type="checkbox"/> Restore the Earth | <input type="checkbox"/> Scotts Rag boxes | <input type="checkbox"/> Water bottle |
| <input type="checkbox"/> Baby powder | <input type="checkbox"/> Ajax | <input type="checkbox"/> Newsprint | <input type="checkbox"/> Vinegar |
| <input type="checkbox"/> Paper towels | | | |

OTHER PROJECTS IF YOU HAVE TIME

- Use paraffin wax on Kuttrimmer blades
- Clean outside of ink cans in Relief, Intaglio, and Litho
- Clean all tables and surfaces in Intaglio
- Clean all tables and surfaces in Relief
- Clean all tables and surfaces in Litho area
- Find all rulers in Printshop, clean them, and hang them up
- Check all darkroom lights, including safelights. If they are burnt out, please note below.

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

COMMENTS, PROBLEMS, NOTES: _____

