

PRINTSHOP HIGHLIGHTS

NAME: _____

DATE: _____

GENERAL:

- Refill all paper towels
- Refill Lava soap and pink handsoap
- Refill all solvents
- Check yellow pad for notes
- Empty red rag containers into large used rag container in Acid room
- Refill all rag boxes
- Carefully rotate prints in drying racks to free up rack space. Stack dry prints on bottom racks by print
- Clean all white tables
- Sweep all areas

LITHO:

- Refill all Gum Arabic
- Refill all Windex, Ink Eater, and Restore the Earth
- Wipe down all surfaces making sure they are clean of all solvents/ink
- Refill any low Black inks
- Refill all grits
- Put away any left out tympan and scraper bars
- Clean all glass surfaces
- Cut more cheese cloth if needed

SCREENPRINTING:

- Refill Windex and Restore the Earth
- Refill Tide
- Check ink and refill black ink
- Make more Fluorescent inks if containers are low
- Put out more water based rags if needed
- Clean large metal sink
- Clean glass ink mixing area
- Collect and put away any left out transparencies

RELIEF/INTAGLIO:

- Refill all solvents in Acid room and by inking stations
- Refill Windex, Ink Eater, and Restore the Earth
- Cut down more mat-board squares and refill container if needed
- Drain paper soaking sink and carefully put wet papers in drying racks under sink
- Clean glass inking slabs
- Make sure all lids are on all Acid baths

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

COMMENTS, PROBLEMS, NOTES: _____
