

Relief

NAME: _____

DATE: _____

GENERAL

- Check yellow pad for notes (date and initial when completed)
- Consult syllabi in workstudy locker in white binder, and prep area for the next class
- Clean white sink and put out more lava soap if needed
- Organize stools around white tables
- Clean white tables with a Magic Eraser or Restore the Earth and microfiber rag (don't overload surface with water or it will warp)
- Recycle leftover newsprint in Recycled Newsprint flat file, and organize drawer if needed
- Refill newsprint rolls
- Refill paper towels
- Restock matboard squares
- Clean all glass surfaces, and grey table tops, and flat file surface by Guillotine
- Clean surface of paper cutter with Windex and wax blades with paraffin wax in Work Study cabinet

INKING AND PRESS AREAS

- Check all Relief inks and replace empty ink cans
- Refill all solvents, Ink Eater, etc.
- Clean all glass inking slabs with Windex
- Clean all brayers and put away. Make sure all are accounted for. Leave a note below if missing
- Carefully organize prints left in drying rack and put all leftover dry prints on the very bottom racks
- Check and clean press beds, make sure presses are working
- Clean ink knives and razor scrapers.
- Make sure there are 2 razor scrapers and 4 ink knives hanging up underneath brayers
- Organize press blankets and put underneath each corresponding press
- Dump all rags in full red rag bins into large used rag container in Acid room

OTHER PROJECTS IF YOU HAVE TIME

- Clean outside of ink cans
- Open all ink cans and Vaseline lids so there is a thin layer between the can and lid
- Smooth out ink surfaces inside ink cans. Remove all gouges and smooth ink surface so ink forms a flat skin
- Clean outside of Ink Eater bottles
- Dust type above type area
- Mix up more Methyl Cellulose (on grey shelf in Intaglio). Recipe/supplies in small grey cabinet in Acid Room

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

COMMENTS, PROBLEMS, NOTES: _____
