SCREENPRINTING

NAME: _____

DATE: _____

GENERAL

- ❏ Clean all tables with with Soft Scrub and Ajax or Comet, a bowl of hot water and a Magic Eraser
- ❏ Consult syllabi in workstudy locker in white binder, and prep area for the next class
- ❏ Check yellow pad for notes (date and initial when completed)
- ❏ Put any leftover Xante or acetate in grey flat file drawer
- ❏ Work on mixing up leftover containers of inks into Shop Inks or put in small clear jars for "Ink Library" on white shelf
- ❏ Refill all ink containers on the right side of the screen shelf
- ❏ Cut down mat board squares - 2" x 3"
- ❏ Refill all Windex, Restore the Earth, Glycerine, Water, etc…
- ❏ Dispose of any old, gross sponges
- ❏ Put out more Soft Scrub, Ajax, Magic Erasers and Sponges
- ❏ Refill all paper towels
- ❏ Refill all newsprint rolls
- ❏ Take dirty waterbased rags to Custodian's office
- ❏ Move dry screens below fans into storage racks around the shop. Make sure to leave name on screen visible.
- ❏ Carefully organize prints left in drying rack and put all leftover dry prints on the very bottom racks

PAPER TEARING ROOM/BRIDGE

- ❏ Clean hole punch area including leftover paper dots from hole punch with Windex
- ❏ Clean paper tearing surface and paper tearing bar with Windex
- ❏ Windex scanner surface and tables around computers

SCREEN WASH AREA/SINKS

- ❏ Refill all supplies
- ❏ Refill emulsion remover and degreaser in spray bottles
- ❏ Scrub large metal sink with Comet/Ajax, rinse out sponges, replace old rotten sponges with new ones.
- ❏ Cleanout strainers in sink and deep clean with pressure washer as needed.
- ❏ Put more water in dip tanks if low
- ❏ Restock Walk Away Haze Remover and Screen Wash Gel if low

SCREEN EXPOSURE DARKROOM

- ❏ Clean glass on exposure unit with Windex
- ❏ Replace dirty blotter paper with clean, old, warped blotter paper (do NOT use the new blotters in Intaglio)

OTHER PROJECTS

- ❏ Check ink stocks (list below if low)
- ❏ Clean and organize underneath screenprinting sink
- ❏ Clean lid area on ink containers
- ❏ Mix up fluorescent inks

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

*COMMENTS, PROBLEMS, NOTES:*_____

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