

Photogravure Darkroom

Name: _____

Date and Hours Worked: _____

General

- Sweep
- Pick up area and discard trash
- Organize and put items away if out of place
- Scrub metal surfaces with Ajax
- Scrub metal sink with Ajax and rinse
- Dump out sink strainer-clean if necessary with pressure washer
- Clean up metal shavings
- Toss old gross sponges and replace with new ones
- Clean cutting mat with Windex
- Check yellow pad for notes
- Clean and organize under sink
- Rinse out developing trays with water and store under sink
- Check exposure unit Kreene to make sure vacuum works and is not damaged.

Refill

- Windex
- Restore the Earth
- Scotts Rag boxe
- Ajax
- Paper Towels
- Vinegar
- Water bottle
- Baby Powder
- Newsprint

Other areas when you have extra time or are looking for jobs to do:

- Clean all tables and surfaces in litho area.
- Clean large self-healing mat.
- Find all rulers in the Printshop and hang them up.
- Clean outsides of litho ink cans.
- Plant maintenance.
- Sweeping and vacuuming.
- Remove metal stopper in litho sink and drain out water.
- Organize scraper bars by size-put broken ones in broken scraper bar area.
- Clean grease off tympan.

When you leave return keys to workstudy locker and lock all cabinets including the tool locker!

Comments, Problems, Shortages: _____
