



PRINTSHOP CLOSING LIST

NAME _____

DATE _____

STARTING IN SCREENPRINTING AREA:

- Pick up trash.
- Sweep if needed.
- Check ink storage area and clean glass.
- Move chairs back.
- Clean tables.
- Check sinks: drain traps, sponges, rinse out all.
- Remove sponges from sink and hang to dry.
- Turn off lights in all peripheral rooms.
- Turn fans off, drying rack, large fan and fan in darkroom.

INTAGLIO AREA:

- Trash
- Sweep
- Tables
- Check padlocks on cabinets
- Put away extraneous materials left out
- Check sink: hand wash and drain if water in paper soaking sink
- Put away sign in sheet
- Turn off lights in acid room
- Close Parts Washer lid

LITHO AREA:

- Trash
- Pick up materials left out
- Clean glass
- Put away chairs and glass taboret's
- Sweep
- Check fluid levels for workstations: lithotine etc..

GENERAL:

- Kick out stragglers
- Last minute walk through for misc. trash etc....
- Make sure Diana's office is locked (*if you do not have a key, call public safety)
- Lights off if no one is in the shop.
- Put Closing List under Diana's door.

NOTES:

THANK YOU!!