Tech Checklist - Print Media F2019

Please place a checkmark in the box for each job, each week. In many cases, you will need to fit 3 checks into a single box!

Place the checklist clipboard on the shelving unit / hook in the Storage room

Job	[
	1	2	3	4	5	6	7	8	9	10	11	12	13
ETCHING & GENERAL STUDIO – 3x week													
Vegetable Oil & vinegar													
BioDiesel – Report low level in Red Jerry Can (1 re-fill remaining)													
Cleaners – Simple Green, Roller Cleaner, Rubbing Alcohol													
Fresh Newspapers (and collect new ones from Riddell Centre)													
Glass table – steel wool, powder cleanser, water bottle, TSP													
Vinegar tray Check for plates left in, remove, rinse H20, stand up													
Vinegar tray (empty, clean, fill 50/50 water & vin @ week 1,5 & 9)													
Airbrush – check parts, clean if necessary, fill paint, fill cleaner													
Check stop-out varnish													
Tarlatans Cut new _50from the bolt, soak, dry, roll, store													
Tarlatans (add new, throw out old as necessary)													
Tarlatan squares aka "Ink Sifters"													
Phone book squares													
Etching blankets > Sizing Catcher (thin) check condition & wash													
Bar of soap at work sink													
Check rags & Stock as necessary													
Call Belgium Cleaners to take rags – put rags into bag (week 11)													
*most letterpress materials will be handled by Rob, this semester													
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LITHO - Litho begins on Week 8 - prep on 7 - 3x week							
DO REFRESHER on Litho Space with Rob Week 7!							
Vegetable Oil & vinegar at all 3 presses							
Check Plate inks, replace old inks as necessary							
Plate Press station – felt squares, toothpaste, cleaning sponge							
Put up Sign-up Sheets							
Tympans (scrape grease, clean both sides)							
#7 Varnish – check regularly, also fill several jars at Week 7							
Plate backers (scrape tape, clean)							
Presses (remove tape, clean)							
General tidying (ink, bowls, fill Gum Arabic)							
Bar of soap at work sink							
DARKROOM (main & sub-chamber)							
Puretch Developer (check powder) & Vinegar Spray							
Silkscreen Photo-emulsion (check level)							
Glass surface and black table							
General tidying							
Empty small garbage can into larger can in main room							
SILKSCREEN							
Clean / clear off printing table surfaces and shelves							
Tidy work sink (sponges, spatulas, etc)							
Check levels of concentrates & dispersions							
Bar of soap at work sink							

WASHOUT/ACID ROOM							
Check levels of Ferric Chloride in upright baths (report if low)							
General tidy – stack screens, organize countertops							
Empty small garbage can into larger can in main studio							<u></u>
Check and refill silkscreen reclamation chemicals							<u></u>
Puretch Developer Spray Bottle and Cotton pads							<u></u>
Inventory – last week of semester – using the inventory sheets							
check (as best you can) levels/quantities of all items. Please							<u> </u>
make note of ½ cans or containers, when necessary.							<u> </u>
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Notes for Fall 2019

- ART270 Thursdays 2:30-5:15pm. --- class critiques Oct24, Nov28. >>> studio will get busy in the week prior
- ART372, 470+ Tuesdays 8:30-11:15am--- class critiques Oct22, Nov26 >>> studio will get busy in the week prior
- Plate litho (intro) starts around week 7.
- End-of-semester Clean Up day is: Thursday December 12 at 9am. Please arrive by 8:30 to assist in prep. The Tech job during clean-up is to assist students while they clean, answer questions, get extra cleaning supplies, as well as clean if time and busyness permits.