

# Sculpture Studio Clean-up

**Important: Do not use water to clean any bare steel surfaces of tools or equipment. It will cause rust!** If any moisture touches any bare (unpainted) steel, dry the surface immediately and apply a thin coat of oil or paste wax.

## Main room

1. \_\_\_\_\_ Remove all trash, materials unlikely to be used, and art that has been left. Do not toss any work unless sure that it is not wanted by the student. Do not place heavy items in trashcans. Instead, put these directly into the dumpster.

2. \_\_\_\_\_ Remove all materials from the yellow hazmat storage cabinet. Wet sponge the shelves. Return materials to the storage cabinet and organize the cabinet. Clean the tips of glue containers. Refill glue. Tighten all lids. Empty and discard any glue containers that are missing their tops.

3. \_\_\_\_\_ Scrub wooden tables with oil soap and stiff brushes. Scrape off any plaster or glue. Remove any exposed nails or staples. Wet sponge with clean water.

4. \_\_\_\_\_ Wet sponge all chairs. Scrape off any plaster. Remove any material around the wheels that prevent the wheels from rolling properly.

5. \_\_\_\_\_ Remove all tape labels from lockers. Use adhesive remover if necessary.

6. \_\_\_\_\_ Vacuum all wood-cutting and sanding equipment and areas underneath. Vacuum the ledge under the window and the mini-blinds. Use Windex to clean the inside windows. Vacuum the wooden counter that holds the radial arm saw and the areas underneath. Use the long nozzle to vacuum interior spaces of all tools. Empty dust collection bag on the miter saw.

7. \_\_\_\_\_ Vacuum walls near saws or sanders to remove sawdust. Wet sponge all safety posters. Wet sponge the interior surfaces of all doors.

8. \_\_\_\_\_ Empty and replace the large white dust collector.
9. \_\_\_\_\_ Organize both wood storage areas. Throw any unusable wood into the dumpster. Pull nails out of boards that are to be kept. Sort wood by type and size. Be careful to avoid splinters.
10. \_\_\_\_\_ Sweep and vacuum studio floor. Wet mop twice afterwards, changing mop water frequently. Use a small amount of orange cleaner in the mop water.
11. \_\_\_\_\_ Wet sponge surfaces of shelves, desks, and storage cabinets.
12. \_\_\_\_\_ Carefully clean surfaces of the computer monitor and CPU.

### **Wet Area**

1. \_\_\_\_\_ Scrub clean the aluminum worktable. Remove any plaster.
2. \_\_\_\_\_ Remove plaster from countertops, backsplashes, and walls.
3. \_\_\_\_\_ Organize and clean wood storage shelves in the wet area.
4. \_\_\_\_\_ Organize colored waste bins. Throw away any plaster not wrapped in plastic. Wet sponge exteriors of bins and place under counter in wet area.
5. \_\_\_\_\_ Remove all items from the cabinets near the sink and wet sponge the interior of the cabinets, including the top. Return and organize items to the cabinets.
6. \_\_\_\_\_ Clean all buckets and store them by type on top of the cabinets. Discard broken buckets.
7. \_\_\_\_\_ Scrub the sink and counters. Use cleanser on sink interior.
8. \_\_\_\_\_ Rinse and wring all rags. Lay them flat on the counter to dry.

## **Sculpture Yard**

1. \_\_\_\_\_ Throw out all trash left by students, and materials unlikely to be used. Put heavy items directly in the dumpster, not the trashcans. Note: the small metal trashcans already outdoors are for ceramic raku—do not use them for trash.
2. \_\_\_\_\_ Organize the steel against the far wall.
3. \_\_\_\_\_ Scrape off all plaster on the ground. Throw plaster residue in the trash. Do not wash plaster down the drain. Pour water off plaster wash buckets and pour plaster sludge into the dumpster-not down the drain. Sweep courtyard near the sculpture studio. Roll up the water hose and make sure the water is turned off. Leave the ceramics side of the courtyard alone.
4. \_\_\_\_\_ Bring in any tools. Remove any clay, plaster, and glue. Return tools to their proper storage box. Apply light coat of oil or wax if necessary.
5. \_\_\_\_\_ Clean plaster wash buckets and store them in the wet area of the studio.

## **Storage closet**

1. \_\_\_\_\_ Remove everything from shelves of large closet and smaller locking closet and wet sponge shelves, including the tops of cabinets.
2. \_\_\_\_\_ Empty all storage boxes and clean and sort all contents. Make sure plaster and clay is removed from all tools. Use a wire brush, if necessary. Lightly oil any exposed metal surfaces of hand tools, if necessary.
3. \_\_\_\_\_ Organize and sort small hanging storage bins.
4. \_\_\_\_\_ Roll up and store all extension cords.

5. \_\_\_\_\_ Organize any loose wire.
6. \_\_\_\_\_ Clean and organize vacuum cleaners and attachments.
7. \_\_\_\_\_ Clean and fold all plastic tarps. Return to storage shelves.
8. \_\_\_\_\_ Sweep and wet mop floor. Empty mop bucket and store mop and bucket.

### **Welding bay**

1. \_\_\_\_\_ Throw out all trash left by students, and materials unlikely to be used. Put heavy items directly in the dumpster, not the trashcans.
2. \_\_\_\_\_ Organize the metal storage cabinet.
3. \_\_\_\_\_ Make sure both compressors are turned off and master switch is turned off. Release pressure to compressors and leave open the air valves on bottom. Lock small compressor with cable.
4. \_\_\_\_\_ Remove pneumatic hoses and wet sponge. Place hoses in metal storage cabinet.
5. \_\_\_\_\_ Organize various welding equipment and tanks.
6. \_\_\_\_\_ Wet sponge painted metal surfaces.
7. \_\_\_\_\_ Sweep and vacuum floor. Wet mop floor afterwards.
8. \_\_\_\_\_ Make sure that the roll-up door is locked on the bottom and that the chain is locked.

## General

1. \_\_\_\_\_ If any ceiling tiles have been pushed open, put them back in their original position.
2. \_\_\_\_\_ Remove any wire or string hanging from the ceiling.
3. \_\_\_\_\_ When all vacuuming is finished, empty the vacuum canisters. Do this into a trash can placed near the large fan with the fan turned on. Clean the filters and install them back into the vacuum cleaners.
4. \_\_\_\_\_ Empty all trashcans into the dumpster.
5. \_\_\_\_\_ Empty mop bucket and fill with clean water. Rinse mops in the clean water and squeeze dry. Store mops vertically so the mop head will dry more easily. Empty the mop bucket.
6. \_\_\_\_\_ Remove nails/screws and patch holes in wooden critique wall with spackle.