



## Printable Screen Printing Checklists

### Press setup

- ☐ Job ticket checked: garment, sizes, quantities, ink colors, locations
- ☐ Artwork/film matches the approved proof
- ☐ Screens inspected: no pinholes, tape and blockout in place, tension checked
- ☐ Platens clean, correct size, adhesive applied
- ☐ Screens loaded in print order and registered
- ☐ Off-contact and squeegee/flood angle set
- ☐ Squeegees match the job (durometer, edge, width)
- ☐ Inks mixed, color matched and stirred
- ☐ Flash unit and dryer at temperature (checked with probe or strips)
- ☐ Test print done, cured and checked (registration, coverage, color)
- ☐ Stretch/wash test on cured sample
- ☐ Customer or supervisor approval of the first piece

Job / date: \_\_\_\_\_ Initials: \_\_\_\_\_

## Screen reclaim

- ☐ Wear gloves and eye protection; follow chemical labels and SDS
- ☐ Remove tape and all ink from the screen
- ☐ Apply ink degradant/cleaner and scrub per directions
- ☐ Rinse
- ☐ Apply emulsion remover; do not let it dry on the mesh
- ☐ Pressure wash out the stencil
- ☐ Treat ghost images or haze if needed
- ☐ Degrease mesh
- ☐ Rinse thoroughly
- ☐ Dry in a clean, dust-free area
- ☐ Check tension and mesh for damage; log it

Job / date: \_\_\_\_\_ Initials: \_\_\_\_\_

## Job wrap-up

- ☐ Final count matches the order, by size
- ☐ Spot-check prints for cure, registration and defects
- ☐ Misprints and spoilage recorded
- ☐ Leftover ink labeled (color, formula, job) and stored
- ☐ Screens pulled, cleaned and sent to reclaim (or stored for reorders)
- ☐ Squeegees and flood bars cleaned
- ☐ Press, platens and flash unit wiped down and powered off
- ☐ Dryer cooled down and powered off per the maker's procedure
- ☐ Garments folded, bagged and labeled
- ☐ Job ticket completed with notes for next time

Job / date: \_\_\_\_\_ Initials: \_\_\_\_\_

Adapt these to your shop. Chemical and equipment makers' instructions take priority.