

INTRODUCTION

The ITCA Preventative Maintenance Manual provides a system for servicing and maintaining Linecasting equipment which will be of great help in avoiding costly repairs and breakdowns and which will assure greater efficiency of operation. The maintenance procedures have been reviewed by technical management of numerous typographic plants and have been observed by members on a trial basis. It is the Association's belief that these are the most practical and complete preventative maintenance procedures for line casters available.

Maintenance Forms

The system provides for maintenance at daily, monthly, quarterly, semiannual and annual intervals. Three basic forms are provided

The Daily Linotype Maintenance Sheet (white) specifies service checks to be performed each day of the week. The Monthly Linotype Maintenance Sheet (grey) provides for servicing on a weekly rotating basis. The Quarterly Linotype Maintenance Sheet (beige) specifies servicing to be performed quarterly, semiannually and annually. Together they comprise a year-round maintenance schedule.

Adapt To Your Equipment and Operations

Each firm will need to adapt the servicing schedule to their plant's operations. Age of equipment, maintenance personnel, operating personnel and operating hours vary between plants. The procedures were designed for heavy use on a one shift operation. Consequently a light-use factor would indicate that some maintenance procedures could be performed less often while a heavy-use factor in a multiple shift operation or a TTS operation would definitely call for more frequent cleaning of spacebands, jaws, vices, etc. Maintenance policies must vary accordingly.

The Association and all members are indebted to Don Winsby, Winsby Typesetting Co., Inc., St. Louis, who developed these standards and to all firms who cooperated with him in testing and validating them.

William W. Mason, ITCA President

September, 1965

INTERNATIONAL TYPOGRAPHIC COMPOSITION ASSOCIATION, INC.

224 Georgetown Building 2233 Wisconsin Ave., NW
Washington, DC 20007

DATE _____

DAILY LINOTYPE MAINTENANCE SHEET

	MACHINE	1	2	3	4	5	6	7	8	REMARKS
MONDAY										
Thoroughly Clean and Inspect all Spacebands - Graphite										
Clean Plungers, Wells										
Clean Mouthpiece with Wire Brush - Clean Vents										
Clean Mold Wipers - Front and Back										
Clean Molds										
Clean Vise Jaws										
Clean First Elevator Front and Back Jaws										
Clean and Lubricate Mohr Saw										
Clean Delivery Chute										
Reduce Dross in Monomelt / Pot and Skim - Twice Daily										
Check slug from one mold for .918 +.0005 -.000 and parallel										
Repro together one slug from each machine										
Wipe machine and perform visual inspection										
Lubricate 2nd Elevator Guide Posts -										
Clean tops of transfer Channel Plates										
Lubricate Assembling Elevator Slides - Light Oil										
Lubricate Line Delivery Slides - Light Oil										
Lubricate 2nd Elevator Matrix Shifter - Light Oil										
Clean Assembler Matrix Delivery Belt, Pulleys and Supporting Plate										
Check Assembling Elevators, Assembler Rails and Buffers, Star Wheels										
TUESDAY										
Thoroughly Clean and Inspect all Spacebands - Graphite										
Clean Plungers, Wells										
Clean Mold Wipers - Front and Back										
Clean Molds										
Clean Vise Jaws										
Clean First Elevator Front and Back Jaws										
Clean and Lubricate Mohr Saw										
Clean Delivery Chute										
Reduce Dross in Monomelt / Pot and Skim - Twice Daily										
Drill Mouthpiece holes with #52 drill dipped in flux -										
Check slugs from ALL molds for squareness and type high										
Check slug from one mold for .918 +.0005 -.000 and parallel										
Repro together one slug from each machine										
Wipe machine and perform visual inspection										
Lubricate Mold Disk Slides - OIL - and Support Screw - grease										
Lubricate Mold Wipers with SUPERWIPE - or silicone										
Check Knife Wiper										
Lubricate Stud Blocks										
Check Ejector Blade Alignment										
WEDNESDAY										
Thoroughly Clean and Inspect all Spacebands - Graphite										
Clean Plungers, Wells										
Clean Mold Wipers - Front and Back										
Clean Molds										
Clean Vise Jaws										
Clean First Elevator Front and Back Jaws										
Clean and Lubricate Mohr Saw										
Clean Delivery Chute										

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MONTH OF _____ AND _____

MONTHLY LINOTYPE MAINTENANCE SHEET

	MACHINE	1	2	3	4	5	6	7	8	REMARKS
FIRST WEEK										
Clean Distributor Screws										
Oil and Wipe Distributor Bearings										
Remove and Clean Distributor Boxes										
Clean Gate Channel Entrance Guard										
SECOND WEEK										
Check Transfers										
Check Clutch Adjustment and Vertical Lever Adjustment										
Check Assembler Slide Brakes										
Fill Grease Cups										
THIRD WEEK										
Check Gas Burners and Mouthpiece - Clean if Necessary										
Oil Rollers and Shafts										
Check Vise Automatics										
Oil Assemblers and Lubricate Assembling Elevators										
FOURTH WEEK										
Set Side Knives										
Remove and Clean Spaceband Boxes										
Oil Motors - Except Sealed Units										
Check Matrix Transfers for Proper Adjustments at ALL Points										

MONTHLY LINOTYPE MAINTENANCE SHEET

	MACHINE	1	2	3	4	5	6	7	8	REMARKS
FIRST WEEK										
Clean Distributor Screws										
Oil and Wipe Distributor Bearings										
Remove and Clean Distributor Boxes										
Clean Gate Channel Entrance Guard										
SECOND WEEK										
Check Transfers										
Check Clutch Adjustment and Vertical Lever Adjustment										
Check Assembler Slide Brakes										
Fill Grease Cups										
THIRD WEEK										
Check Gas Burners and Mouthpiece - Clean if Necessary										
Oil Rollers and Shafts										
Check Vise Automatics										
Oil Assemblers and Lubricate Assembling Elevators										
FOURTH WEEK										
Set Side Knives										
Remove and Clean Spaceband Boxes										
Oil Motors - Except Sealed Units										
Check Matrix Transfers for Proper Adjustments at ALL Points										

SEE REVERSE SIDE

YEAR OF _____

QUARTERLY LINOTYPE MAINTENANCE SHEET

	MACHINE	1	2	3	4	5	6	7	8	REMARKS
FIRST QUARTER										
Clean and Lubricate all Keyboards										
Check Keyboard Rubber Rolls										
Dismantle and Clean Mohr Saws										
Clean and Lubricate Quadders Complete - Check Adjustments										
Remove and Clean 2nd Elevator Bar Links and Plates										
Clean Line Delivery Slides and Compression Chambers										
Remove and Clean Assemblers										
Clean Pi Stackers and Idle Pulleys										
Check Assembler Gates										

	MACHINE	1	2	3	4	5	6	7	8	REMARKS
SECOND QUARTER										
Clean and Lubricate all Keyboards										
Check Keyboard Rubber Rolls										
Dismantle and Clean Mohr Saws										
Clean and Lubricate Quadders Complete - Check Adjustments										
Remove and Clean 2nd Elevator Bar Links and Plates										
Clean Line Delivery Slides and Compression Chambers										
Remove and Clean Assemblers										
Clean Pi Stackers and Idle Pulleys										
Check Assembler Gates										

	MACHINE	1	2	3	4	5	6	7	8	REMARKS
THIRD QUARTER										
Clean and Lubricate all Keyboards										
Check Keyboard Rubber Rolls										
Dismantle and Clean Mohr Saws										
Clean and Lubricate Quadders Complete - Check Adjustments										
Remove and Clean 2nd Elevator Bar Links and Plates										
Clean Line Delivery Slides and Compression Chambers										
Remove and Clean Assemblers										
Clean Pi Stackers and Idle Pulleys										
Check Assembler Gates										

	MACHINE	1	2	3	4	5	6	7	8	REMARKS
FOURTH QUARTER										
Clean and Lubricate all Keyboards										
Check Keyboard Rubber Rolls										
Dismantle and Clean Mohr Saws										
Clean and Lubricate Quadders Complete - Check Adjustments										
Remove and Clean 2nd Elevator Bar Links and Plates										
Clean Line Delivery Slides and Compression Chambers										
Remove and Clean Assemblers										
Clean Pi Stackers and Idle Pulleys										
Check Assembler Gates										

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