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			
DAIL			

DAILY LINOTYPE MAINTENANCE SHEET

DAILY LINOTYPE N		_	_		_		_		DEMARKS.
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 +.0005000 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 +.0005000 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				H		H			
Clean Delivery Chute									
Continued	<u> </u>	otho	r sid	10					L

DATE			

DAILY LINOTYPE MAINTENANCE SHEET

DAILY LINOTYPE N				_	_	_			T
MACHINE	1	2	3	4	5	6	7	8	REMARKS
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 +.0005000 and parallel Repro together one slug from each machine									
Wipe machine and perform visual inspection									
Clean Quadders - Blow out and Lubricate with light oil									
				-					
Check Quadder for Center Adjustment									
Check Line Length - Measure Control				-				-	
Accumulated Matrix Cleanup									
Clean one Font of Mats									
Clean one Magazine									
Process Matrices as necessary									
Monthly Maintenance Day									
THURSDAY									
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 +.0005000 and parallel									
Repro together one slug from each machine									
Wipe machine and perform visual inspection									
Turn in all Grease Cups, Main Drive									
Oil Main Drives - exclude assembler, keyboard, distributors, motors									
Clean Holes in Crucible Wells									
FRIDAY									
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 +.0005000 and parallel								\vdash	
Repro together one slug from each machine									
Wipe machine and perform visual inspection									
Clean Driving Pulley and Clutch Rim									
Wipe Off Motor - Check Brushes									
Wipe Off Cams									
Tighten Screws									
Check Lockup									
•	_			H					
Check Distributor Box Lift and Clearance, Bar Point					<u> </u>			<u> </u>	

MONTHLY LINOT	ΥP	ΕN	IΑ	IN٦	ΓEΝ	A	NC	ES	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									

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									

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									

EAR OFSEMIANNUAL	 LINOT	ΥP	ΕN	ИΑ	INT	ΓEΝ	A	NC	ES	SHEEI
	IACHINE								8	REMARKS
FIRST 6 MONTHS										
Remove and Repack Pot Levers										
Remove and Repack Main Driving Wheels										
Clean and Check Pump Stops										
Check Back and Side Knives for Wear										
Remove and Clean Mold Turning Pinions										
Remove and Clean Cam Rollers - EXCEPT Pot Lever C	am									
Remove and Clean Ejector Mechanism - Lubricate										
Fighten all Mold Turning Segments										
	IACHINE	1	2	3	4	5	6	7	8	REMARKS
LAST 6 MONTHS										
Remove and Repack Pot Levers										
Remove and Repack Main Driving Wheels										
Clean and Check Pump Stops										
Check Back and Side Knives for Wear										
Remove and Clean Mold Turning Pinions										
Remove and Clean Cam Rollers - EXCEPT Pot Lever C	am									
Remove and Clean Ejector Mechanism - Lubricate										
·										
ANNUAL LI									_	
	NOTYP			IN 3					SH 8	EET REMARKS
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear									_	
ANNUAL LI									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N Remove Mouthpieces and Clean Throats Remove and Clean Vise Caps Check Gears for Wear Clean Keyboards Complete									_	
ANNUAL LI N emove Mouthpieces and Clean Throats emove and Clean Vise Caps heck Gears for Wear lean Keyboards Complete									_	