

# Student Galleries South Walkthrough Checklist

## I. Wall Care and Maintenance

### A. Holes patched properly (Cannot tell they were there)

1. Once nails/screws (or any hanging apparatus) is removed, use a hammer to gently knock down any raised areas of the sheetrock.
2. Using the DryDex (w/ dry time indicator) spackling that you purchased, apply enough spackle to a putty knife to fill the hole/holes and push the spackle into the hole/holes scrapping away the excess and making it as smooth as possible with the putty knife.
3. Once the spackling is dry (it turns white instead of pink), wet a sponge and wring it out so that it is damp, then wipe away the excess spackling around the hole/holes until the hole/holes are smooth and every indentation on the wall is unrecognizable as a hole. Make sure you cannot see it or feel it as you wipe your hand across it. The surface of the wall should be smooth and consistent.

### B. Wall painted properly (Rolled with no apparent flaws)

1. **DO NOT, UNDER ANY CIRCUMSTANCES, SPOT PAINT THE HOLES WITH A BRUSH!** In the tool closet off of the back hallway you will find all that you need to paint the wall.
2. Grab a roller tray, tray liner, roller, roller cover (only use the 9" rollers and covers), paint, and drop cloth.
3. Put the tray liner in the tray, the roller cover on the roller, pour some paint in the lined tray, and lay the drop cloth on the floor below where you are going to paint. Once you have filled the lined tray with paint, use the roller to soak up the excess paint on the rim of the paint bucket and replace the lid to the top of the paint bucket making sure it is tightly sealed.
4. Once you have completely covered your roller with paint, start rolling it onto the wall where your hole/holes are. Apply the bulk of the paint in and around your hole/holes. Use long vertical strokes to cover your hole/holes and as your roller loses paint use less pressure and feather out any lines that were created from the edges of your roller. Feather outwards away from you hole/holes in various directions to smooth out the paint in and around the hole/holes.
5. If more coats of paint are needed, wait for the first coat to dry and repeat step 4.
6. If you painted the walls a different color for your exhibition, you will need to purchase the needed white paint from Reno Paint Mart, as well as roller covers and a brush to cut-in the top edges of the walls to restore the walls back to their original state. This is the only time a brush is allowed to be used when painting. When painting the entire wall, it is advised to use the extension pole that is in the tool closet, and paint using vertical stripes, taking care to smooth out any lines that may form. Paint the wall with multiple coats if needed, making sure each coat is completely dried before applying another coat.

### C. Any wall text, labels, or artificial walls removed and properly finished

1. If while taking down any wall text or labels you damage the wall, repair and paint the damage just as you would a hole from a nail/screw.
2. If you leave an adhesive on the wall from you text or labels, try to get all of it off as much as possible. You can use a little bit of soap and water on a sponge and scrub as much of it off as you possibly can. Let that dry, then paint the area just as you would for a hole.
3. If you added a temporary wall or any other structure, please remove the structure as delicately as possible without damaging the wall. Any damage to the wall must be repaired using spackle or dry wall compound. Usually a trowel, over a putty knife, is needed for larger damaged areas. And once the damaged area is sufficiently filled-in with dry wall compound, it should be sanded smooth after it has dried completely. Then paint the area only with a roller as described above. For larger repairs like this, **we do not supply the needed supplies and equipment.**

### D. No paint on ceiling tiles, floor, or outlet kick plate.

1. If any paint gets on the floor or outlet kick plate at the bottom of the wall, wipe it away immediately with a rag or sponge (rags may not be provided). If the paint dries, it will be much more difficult to remove. If the paint is completely dry you will need to scrape it off with a razor blade and wipe it clean with a wet rag or sponge.
2. If you are painting with white paint, the ceiling tiles will be okay if you touch them with a roller. If you are painting with any other color, you will need to touch up the paint tiles with white paint.

## II. Floor Care and Maintenance

### A. Floors swept and mopped

1. There are brooms and sweepers in the back hallway. Dustpans and brushes are in the tool closet on the peg board. Sweep floors with brooms first then collect grime in dustpan and throw it away.
2. Mop, bucket, and cleaner are in the back hallway. Fill the bucket with warm water and add some cleaner. To fill the bucket, you may have to use a smaller container or ask the MFA student in the first studio off of the back hallway to use their deep sink. You could also ask the Black Rock Press if you could use their large sink. Roll the mop and bucket into the back gallery and start mopping the floor from the back wall sweeping back and forth, dipping and wringing mop when needed, until you reach the front entrance of the gallery.

### **III. Lights and Technology**

#### **A. Lights that are dead or not functioning mark with tape and tell Preparator**

1. You may leave lights in the tracks for the next exhibitor to use.
2. Lights that are not used can be placed on the light cart that is in the tool closet.

#### **B. Return any borrowed tools (laser level, etc.) or electronics**

1. If laser level, palm sander, or any other power tools were used during installation, return them directly to Preparator. Any damaged tools are the responsibility of the borrower to replace or fix.
2. If any electronics (televisions, projectors, dvd players, etc.) were borrowed for installation, return in good working order with appropriate cords. Any damaged electronics are the responsibility of the borrower to replace or fix.

### **IV. Final Cleaning**

#### **A. Take garbage to dumpster**

#### **B. Leave no food or drinks**

#### **C. Artwork is not to be stored in hallway, closets, or gallery areas at any time for any reason after deinstallation**

1. Any artwork or installation material that is left in the gallery or in the back hallway will be thrown in the dumpster.

#### **D. Counters cleaned and organized**

#### **E. Any tables or chairs returned to their original location**

1. There is one table in the back hallway. If more tables are needed notify the Preparator.