

PAINT SHOP
JURISDICTION

Effective date: 04/86
Revision date : 08/12
Review date :

Policy:

Ensure that personnel assigned to the paint shop know and understand the requirements, limits and jurisdiction of the shop and understand job responsibility for quality production.

Procedure:

- I. Painting and staining
 - A. Prepare wood and metal surfaces by stripping or sanding and apply proper primer before beginning finish coating.
 - B. Apply fillers to surfaces as required to present a professional and functional appearance when painted.
 - C. Perform power grinding or sanding as required.
 - D. Perform only tasks that are authorized by a valid work request.
 - E. Apply finishes by brushing, spraying, wiping, etc.
 - F. Patch holes with appropriate material.
 - G. Tape and float drywall.
 - H. Texture walls to match desired finish product.
 - I Prime and paint walls and ceilings.
- II. Hang vinyl, paper, murals or other wall covering.
- III. Maintenance of tools and equipment:
 - A. Clean all brushes immediately after use.
 - B. Keep all tools operational, sharpened, clean and stored properly.
 - C. Keep all paint shop equipment operational.
 1. Clean and/or replace spray gun parts as needed.
 2. Keep the air compressor free of dirt and moisture.
 3. Store and replace air hoses as needed.
- IV. Inspects shop electrical equipment:
 - A. Perform initial inspection and operational check on all new shop assigned equipment.
 - B. Perform an annual electrical safety inspection on shop electrical equipment according to Physical Plant Policy.
- V. Supervisor shall plan, schedule and coordinate work.
 - A. Supervisor shall assign only work authorized by a work request except during an emergency.
 - B. Plan and schedule work on a daily basis.
 - C. Prioritize similar level work requests performing oldest request first.

- D. Adhere to work schedule except for valid emergencies.
 - E. Order materials to complete work requests.
 - F. Follow up on ordered materials on a regular basis.
 - G. Supervise and coordinate pest control services Contractor.
 - H. Inspect, estimate & coordinate carpet and vinyl floor repair/replacement with flooring contractor.
 - I. Supervise mini-blind contractor.
- VI. Perform cleaning functions:
- A. Maintain the shop and equipment in an orderly manner.
 - B. Keep shop tools clean and functional at all times.
 - C. Clean work area before leaving.