



DEPARTMENT OF ART

GALLERY WALL AND FLOOR CARE GUIDE

Revised April 2018, S. Nunoda

DE-INSTALLATION

- It is the responsibility of the exhibitors to return the gallery walls and floor to exhibition-ready condition immediately after removing their work.
- Gallery paint is provided *for touch-ups only*. Exhibitors who need to extensively repair and/or repaint will need to consult with the coordinator and technicians in advance to arrange for the purchase of additional paint.
- **Cleanup, wall repairs and painting must be complete by 11:30 pm on the Friday following de-installation to allow paint to dry before the next installation.**

FAILURE TO RESTORE THE WALLS AND FLOOR TO THEIR ORIGINAL EXHIBITION-READY CONDITION WILL RESULT IN FORFEITURE OF THE EXHIBITOR'S DEPOSIT.

REPAIRING WALLS

- 1) Remove all nails, screws, staples, tape, labels, etc. from the walls.
- 2) Wash off or erase any marks.
- 3) Repair all holes and dents as follows...
 - a) Open the tub of spackle and remove the plastic wrap and set it aside for later.
 - b) Use a putty knife to scrape up a small amount of spackle from the surface: Do not gouge deep into the tub.
 - c) Apply the spackle to the damaged area
 - d) Smooth and scrape off the excess.
 - e) When you are done patching, replace the plastic on the surface of the spackle in the tub and cap the tub tightly. Return the tub to gallery storage.
 - f) Scrape off and wipe the knife with a damp paper towel.
 - g) Let the spackle dry for a minimum of 20 minutes.
 - h) Lightly sand the patch smooth then wipe it off with a damp paper towel.
 - i) Sweep up the scrapings and dust from sanding
- 4) **If the damage is more extensive consult with the gallery co-ordinator immediately.**

PAINTING WALLS

WALLS MUST BE PAINTED USING THE OFFICIAL GALLERY WALL WHITE PAINT:

Sherwin-Williams Harmony Interior Acrylic Latex, Eg-Shel, Extra White (B9 WQ 1051)

WALL TOUCH-UPS

All patches and marks must be touched up with the gallery white paint which is in a 1 gallon can in the gallery storage. Follow these instructions:

- 1) Put down a drop cloth to catch your drips!
- 2) On the drop cloth, open the snap lid of the plastic paint bucket carefully.
- 3) Give the paint a stir with a stir stick. If the paint has clear yellow medium on the surface it will need extensive stirring. Scrape the paint off the stir stick on the rim of the tub.
- 4) If using a dirty brush or one with a different coloured paint, clean it thoroughly according to Step 9 before using it. **If you adulterate the clean paint you will pay a penalty for its replacement.**
- 5) Dip the first quarter or third of the brush's bristles in the paint and tap off the excess on the bucket sides or scrape the excess off on the rim as you withdraw it from the can. Do not plunge and slop!
- 6) Apply the paint directly to your patch or mark then "feather" by brushing it out onto the surrounding area so that your repair is invisible. Large patches may take a couple of coats.
- 7) Clean up any drips on the walls or floor immediately!
- 8) Wipe the rim of the bucket, then close the snap lid tightly. Return the bucket to storage.
- 9) **Immediately** wash out the brushes rollers and pans until the water runs clear (yes, painting tools are reusable!) Use the wash-out sinks (not the hand-washing sink) in the **Spray Room AB 694** (or if working in the Arnatt Gallery, use a washout sink in the Sculpture Studio). If you let the paint dry in the brushes you will need to borrow a wire brush from the shop to clean them up.

PAINTING LARGE AREAS OF THE WALLS

Extensive damage may require that you repaint an entire wall. If you have marked the wall extensively or painted a wall in a different colour, you will be required to repaint it at your own expense in the matching gallery white. If you have painted a wall in a dark colour it may take as many as three or four coats.

- 1) Follow the paint handling instructions above.
- 2) Carefully "cut in" by painting at least a one brush width border around all fixtures, around the top and bottom edges of the wall and in the corners. Feather these borders out into the main part of the wall.
- 3) Roll up and down starting at one side of the wall and overlapping passes by 1/2 the width of the roller until the wall is covered. Don't worry that the first coat is a little thin.
- 4) Repeat steps 2) and 3) as necessary.
- 5) Follow the cleanup instructions above. Note: Paint stir sticks can be used to scrape down paint and water when cleaning rollers.

PAINTING GALLERY FLOORS

THE FLOOR MUST BE PAINTED USING THE OFFICIAL GALLERY GRAY FLOOR PAINT:

Sherwin-Williams Porch & Floor Enamel Waterborne Latex, Satin, A32W00251, Dorian Gray (SW 7017)

FLOOR TOUCH-UPS

If floor is badly scuffed, chipped, scratched or discolored in small areas, you must touch up these areas with the floor paint supplied.

- 1) Sweep and mop the floor thoroughly.
- 2) On a drop cloth, open the floor paint can by inserting the flat screwdriver under the lid and twisting it until the lid pops up. Repeat this in a couple more spots around the rim.
- 3) Give the paint a stir with a stir stick. If the paint has clear yellow medium on the surface it will need extensive stirring.
- 4) If using a dirty brush or one with a different coloured paint on it, clean it thoroughly according to Step 9 before using it. **If you adulterate the clean paint you will pay a penalty for its replacement.**
- 5) Dip the first quarter or third of the brush's bristles in the paint and tap off the excess on the bucket sides or scrape the excess off on the underside of the rim as you withdraw it from the can. Do not plunge and slop!
- 6) Apply the paint directly to the patch then "feather" or brush it out onto the surrounding area so that your repair is invisible. Large patches may take a couple of coats.
- 7) Clean up any drips immediately!
- 8) Close the lid of the paint can by wiping off the rim of the can then securing the lid with a couple taps of the rubber mallet around the rim.
- 9) **Immediately** wash out the brushes rollers and pans until the water runs clear. Use the wash-out sinks (not the hand-washing sink) in the **Spray Room AB 694** (or if working in the Arnatt Gallery, use a washout sink in the Sculpture Studio). If you let the paint dry in the brush you will need to borrow a wire brush from the shop to clean it up.

PAINTING LARGE AREAS OF THE FLOOR

If you have painted the floor a different colour for your show or if you have caused extensive damage to the floor, **you will be required to repaint it at your own expense in the matching gallery gray.** If you have painted the floor in a dark colour it may take as many as three coats.

Only use waterborne latex paints if you intend to paint the floor a different colour for your exhibition.

You will be required to thoroughly strip and clean off any other kind of paint before repainting the gallery floor to it's original colour.

PAINTING LARGE AREAS OF THE FLOOR CONTINUED...

- 1) Sweep thoroughly and strip any debris off as necessary. Then mop the floor thoroughly.
- 2) Follow the paint handling instructions on page 3.
- 3) Carefully “cut in” by painting at least a one brush width border around the bottom edges of the wall. Feather these borders out into the main part of the floor.
- 4) Use a roller on a pole to lay down a parallel pattern of four foot (1.5 metre) stripes starting at one side of the back wall and overlapping passes by 1/2 the width of the roller until you reach the adjoining wall. Start at the side where you began the last row and lay down another pass that overlaps the first row a little.
- 5) Repeat steps 3) and 4) as necessary. Allow a minimum of 1 hour between coats.
- 6) Clean up all equipment immediately using the wash-out sink (not the hand washing sink) in the spray room AB 694.