

## Gallery Repair Checklist

This list will be used to inspect the gallery after use. All tasks are expected to be done as needed **before** inspection.

- all added structures removed
- pedestals, baffles, platforms, etc in good condition and returned to their proper storage areas
- repair supplies returned and pans/brushes/rollers/tools cleaned

### Walls

- all holes patched, sanded smooth, and spot painted with paint provided by the School of Art
- returned to original color if changed
- all marks, scuffs, removed / walls clean
  
- lighting fixtures, switches, electrical outlets are intact and free of excess paint
- burned out light bulbs replaced
- floors swept clean of debris and mopped if necessary

Passed inspection                       Keys returned

Failed inspection

Issues to be resolved -

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Passed second inspection \_\_\_\_\_

Date \_\_\_\_\_ Deposit received \_\_\_\_\_  
student signature

Signed \_\_\_\_\_

copy distribution: original - Art office   copy - student   copy - advisor