

# Paint Shop Policies

## Stock

Scenic Artists are responsible for but not limited to the finishing of: all scenery, drops, scrims and other painted fabrics; certain props as directed to be finished by designer; floors; foam carving; any drawn or layout intensive pattern needing to be used by other studio members; and any other general finishing as indicated by designer or Supervisor.

The Paint Shop will not be supporting any productions outside the scope of the regularly scheduled produced departmental season.

The Paint Shop, its tools and materials are under the control of the Paint Supervisor and all procurement requests should go through the Paint Supervisor.

All Paint and materials on studio shelves is free of charge to the show and can be used as needed.

Paint and materials needing to be bought from the dock or stores should be listed on a blue sheet and budgeted accordingly

Cleanliness and organization is of utmost priority.

Our Dock storage of materials is off-limits to students. Requests for said items can be made to the Paint Supervisor via a blue sheet.

## Expectations of the Scenic Charge

By Schedule and Materials: The Paint Charge should have the following ready:

- All Paint Elevations Laminated or bagged and ready to display on corkboard
- All Paint Samples approved by Director, Designer, and Paint/Prop Supervisor
- A Budget
- A Blue Sheet with listed material needs
- A Schedule that has been discussed with the Technical Director

A printed copy of the schedule should be given to the Paint Supervisor

The First week of every show should be used for mixing all colors, prepping any artwork that needs to be transferred (ie: transparencies, blowups, printing etc.), Ordering Materials, etc.

- Usually the first goal is to work on the stage floor. Getting this done and out of the way is crucial to making the show flow through the shop. Plus once rehearsals begin on stage... there is little to no time to work on the floor.

Daily meetings should occur before shop time. Touch base with the Technical Director to make sure you understand what is going to come your way soon. This discussion should also act as a time to review your schedule and make sure scenery is being built in a way that works for the painters.

All Paint for the show should live only on the shelf dedicated to that show.

No More than 1 shelving unit should be used to store paint for a particular show.

All Paint, for a particular show, must be labeled as such:

- Show Name, Color, Wash/ Concentrate/ Texture/Slop, Date mixed
- Use Hazcom guidelines for non-acrylic mediums in secondary containers

Every show must buy (1) 5 gallons of White regardless of whether it will be used for that show

If a show involves heavy texture, the first week should be mixing all texture. Separate 5 gallon buckets should be set aside for pre-washing all texture brushes and mixing equipment.

The use of texture also comes with the use of drop cloths for application purposes. Please use them at all times... dried texture is hard to scrape up afterwards.

If a show involves carving. Please make sure to clean the shop daily of all foam.

Clean up at the end of the day should start apx.. 30 minutes before end of day.

Hang all brushes and mixing equipment up to dry

Place all buckets below counter to dry

NEVER Stack 5 gallon buckets inside one another (They WILL get stuck together... dry or not)

Keep the paint sink clean and free from "drying" or "soaking" items

Refill any paper towels, soap, or other products you see are in need. If there is a need to pull from the dock or other backstock... please see Paint Supervisor for approval first.

NEVER leave paint unlidged and open for any given time.

TIGHTLY SEAL ALL PAINT CAN LIDS (including 5 gallon lids)

All parts to all sprayers (including HVLP) must be washed completely and mineral spirits must be the last component of cleaning on HVLP sprayers.

Straining paint must be done for all spraying applications.

NO use of HVLP sprayers are to be done without prior approval from Supervisors

Lay plastic or drop cloths down whenever you feel you are going to make a large mess.

All paint should be disposed of in the Latex Paint Barrel (including washes). Oil Paint must be disposed of by leaving lid off to dry out (in paint booth). Spray Paint cans are to be disposed of in a box in the paint booth. Texture must be made solid by adding sawdust and then lid container.

Scenic Charges must also monitor the spray booth along with the Prop Master and make sure it is clean and items are put away each day.

Viable Painting Areas are as follows:

- Paint Deck
- Stage Floor (as long as there is no floor painted or being built yet)
- Side Stages (as long as access to stage is left available)

The bulk of the painting should be done by Tech Week. Going into tech week should be about small paint projects and touch ups.

The Scenic Charge must attend all techs until preview.

Paint notes from tech should be emailed to the Designer, Paint/Prop Supervisor, Tech Director, and Scene Shop Supervisor.

Once a show is in dress and paint notes are done...all paint, for that show, will be poured into the latex paint barrel for disposal or slop paint bucket. Thin washes can be rinsed. Glazes should go into latex paint barrel. Textures should have extra saw dust added to them to make them solid and be thrown out in their lidded containers.

A touch-up kit is all that should be left behind for a show. This touch-up kit can live on the show shelf until strike

All touch-ups for a show should be done by the Charge Artist.

All touch-up kits for a show should be eliminated at strike via the same disposal methods outlined above. The shelf and any other remaining buckets, equipment, etc... should be cleaned after the 3:00 break at strike.

The Trap should be cleaned during second half of strike.