Paint Booth Instructions

Please read these instructions carefully. If you do not comply with the stated rules and regulations, you will not be allowed to use the paint booth in the future.

You are responsible for your own mess, clearing out all trash, and making sure the booth is left in better condition than how you found it. If you do not clean up after yourself, School of Technology staff will have to do it for you; therefore, failure to do so will result in a $35 per hour cleaning fee charged to your student account. If you discover problems with the condition of the booth, please report immediately to the secretary in 250 SNLB or call (801) 422-1818.

The paint booth is to be used for school-related projects only. Once you have read through and signed these instructions, you must obtain the signature of a faculty member who can vouch for this requirement (i.e. the professor of the class for which you need to use the paint booth).

Our school is privileged to have this high-quality, automotive-size paint booth/baking oven for spray painting and related projects requiring a dust-free, ventilated environment. Users of the booth must comply with the following regulations to ensure that it remains useful to all. Serious painters consider their paint booth sacred space and go to great expense to keep it bright and uncontaminated.

A paint booth is, by definition, a dust-free environment for doing high-quality finishing work. Every effort should be made to avoid introducing dust into the booth. When this cannot be avoided an extended cleanup including washing and vacuuming of walls and floors must be done. Filters must be changed when dirty and should be installed by experienced School technicians.

Lighting in a paint booth is critical to high-quality finishing. Florescent lamps must be replaced when burned out and the covers over lights need to be kept clean. Booth walls must be kept clean and white to provide even distribution of light in the room. Lamp replacement will be done by School of Technology technicians.

Booth doors must be well-sealed to prevent the entrance of outside dust when painting. Torn and missing weatherstrip should be replaced and door closures should be kept in working order.

To maintain the above conditions the following rules must be followed:

1. Use of the paint booth must be scheduled in the School of Technology advisement office, 250 SNLB. These rules will be given to those scheduling the booth. You must leave your student ID in exchange for the key and tell the secretary when you will be finished using the booth. Once the key is returned, the secretary will examine the booth to make sure you have left it in proper condition.
2. Exhaust fans must be on during the use of any type of paint.
3. Dusty projects should not be brought into the booth. Dry sanding should not be done in the booth. Wet sanding with a bucket of water is OK. If dry sanding is necessary a shop vacuum must be brought in to collect the dust.
4. Following any dry sanding, cutting or grinding that must be done in the booth, the whole booth, floor and walls, must be swept and vacuumed at the end of the work. Bottom filters should probably be replaced also.
5. Booth walls must be kept clean and bright white. Never spray paint on light covers or booth walls. Doing so is evidence of total ignorance of finishing science and those apprehended will be expelled.
6. Finished projects must be removed from the booth at the end of the reserved time.
7. At the completion of a project the booth floor must be swept and all trash picked up and thrown away. Any projects, paints, supplies, or non-trash items left in the booth beyond the reserved time will be removed.

The following are explanations of booth operations and features:

**Compressed Air Instructions:** The air compressor for the paint booth is located at the north end of the building in a locked room. University Air Conditioning services must be called for any problems with the compressor. The air is controlled by interlock switches. It will not come on unless the booth doors are closed and the fans are turned on.

**Fan Instructions:** The booth air is controlled by two fans; one blows outside air down through the roof filters. The other exhausts air by pulling it through the floor filters and up a shaft to the roof at the west end of the booth. The exhaust fan is variable speed and can be adjusted to create either positive or negative pressure in the booth. The adjustment is on the control panel on the south, outside wall of the booth.

**Lighting Instructions:** Booth lights are critical to careful finishing. Booth lights are controlled by a single switch on the control panel on the south, outside wall of the booth. Burned out or dirty lights should be reported to the secretary in 250 SNLB.

**Heater Instructions:** The booth heater is used for baking requirements. It will bring the booth temperature up to a set temperature up to 160 degrees F and hold that temperature for a set time up to sixty minutes, max. The heater controls are on the control panel on the south, outside wall of the booth.

The School of Technology is very privileged to have this paint booth. We need to ensure that it is used properly so our students can get the most out of it and continue to use it in the future. Please use it responsibly and with care.

If there is a problem that needs immediate attention, contact Clint Bybee (801) 422-3870.

Please fill out the form on the next page and bring it to 250 SNLB in order to reserve the paint booth.

**Please note:** 250 SNLB is open Monday through Friday, 8 a.m. to 12 p.m. and 1 p.m. to 4 p.m. From 4 p.m. to 5 p.m., the paint booth can be reserved by bringing the agreement to 230 SNLB. You must come during these hours in order to reserve the booth. Please plan accordingly.
Paint Booth Agreement

I understand the standards detailed in the Paint Booth Instructions and agree to:

- be responsible for cleaning up after myself, disposing of any trash brought into the booth.
- leave the paint booth in better condition than it was in before I used it.
- report any needs for maintenance to the secretary in 250 SNLB.
- pay a $35 per hour cleaning fee if I do not leave the booth in the proper condition.

I also confirm that I am reserving the paint booth to work on a school-related, not personal, project.

Class for which I need to use the paint booth: ________________________________

Faculty Signature: ___________________________ Date: ________________

Faculty Printed Name: ___________________________________________________

Signature: ___________________________ Date: ________________

Printed Name: ______________________________________________________