

# CHECKLIST

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## GALLERY 7 & ART LOFTS GALLERY DE-INSTALL

TAKE CARE OF EVERYTHING ON THIS LIST, PLUS ANYTHING ELSE IN ORDER TO RESTORE THE GALLERY TO ITS ORIGINAL CONDITON.

- I HAVE REMOVED MY WORK FROM THE GALLERY
- I HAVE REMOVED AND RETURNED ALL SCREWS, NAILS, FASTENERS, RIGGING AND RELATED EQUIPMENT
- I HAVE PATCHED AND REPAINTED ALL HOLES AND MARKS THAT WERE A RESULT OF MY EXHIBITON
- I TIGHTLY CLOSED LIDS ON SPAPLE CONTAINERS AND PAINT CANS
- I WASHED OUT THE SPAPLE KNIVES, PAINT TRAYS, BRUSHES AND ROLLERS
- I HAVE RETURNED ALL GALLERY FURNITURE (MOVABLE WALLS, PEDESTALS, RECEPTION TABLES AND CHARIS) TO THEIR ORIGINAL POSITIIONS AND, OR STORAGE LOCATIONS
- I HAVE RETURNED ALL TOUCH UP SUPPLIES AND TOOLS TO THE GALLERY CLOSET
- ALL DEBRIS HAS BEEN THROWN AWAY AND GALLERY FLOORS SWEEP
- I HAVE GONE THROUGH A FINAL WALK THROUGH OF THE SPACE AND IT LOOKS AWESOME!
- I RETURNED THE GALLERY KEY TO THE GALLEY TECH. OR LOCK BOX

Please report missing supplies or material needs to the  
Art Department Gallery Technician