

<b>RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER</b>		
<b>Facilities Management</b>		
<b>POLICY AND PROCEDURES</b>		
<b>SUBJECT: PAINT SHOP POLICY</b>		<b>Policy No.: 304</b>
<b>Reviewed: March 2018</b>	<b>Supersedes: April 2010</b>	<b>Page 1 of: 1</b>

**POLICY:**

Establish guidelines for the Paint Shop responsibilities and to ensure all staff use plans, specifications, instruction manuals, and parts lists furnished by the contractors and/or manufactures, that are now in the shops and/or in the Facilities Directors office.

**Responsibilities**

The Paint Shop Supervisor reports to the Assistant Director of the Facilities Management Department.

The Paint Shop is responsible for:

1. Repainting the interior of all buildings, on a regular basis.
2. Painting new work or alterations.
3. Repairing interior wall coverings.
4. Patching walls and touch-up painting.

The Paint Shop also conducts:

- Monthly Safety meetings.
- Review of potential hazards as deemed by Material Safety Data Sheets (M.S.D.S.) information