

# North Dakota Automotive Collision Standards

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North Dakota Department of Career and Technical Education

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## INTRODUCTION TO CTE STANDARDS

### **CTE Mission**

The mission of the State Board for Career and Technical Education is to work with others to provide all North Dakota citizens with the technical skills, knowledge, and attitudes necessary for successful performance in a globally competitive workplace.

### **Program Mission and Vision Statements**

To provide a technical foundation in Automotive Collision with specific job skills for employment in the industry and/or pursue additional technical education in a related postsecondary program.

### **Goal**

Career and Technical Education (CTE) is a series of educational programs organized to prepare students for careers in their chosen fields, to take leadership roles, and to balance their multiple roles in life. The CTE goal is to create a competitive and knowledgeable work force. CTE programs prepare students with the knowledge and skills to make informed career choices, to integrate and apply academic concepts, to prepare for successful participation in a global society, and to engage in lifelong learning.

The North Dakota standards for each CTE program define expectations for student learning. These expectations guide the development of high-quality and relevant career-focused programs that are consistent across the state.

### **Process**

Writing standards is a multi-phase process. Existing national and/or industry standards are the basis for the North Dakota program standards. In addition, standards from other states are reviewed for essential content. A team of expert secondary and postsecondary teachers, business and industry representatives, and the state program supervisor(s) draft the standards document. Once the document is finalized, the State Board of Career and Technical Education approves and adopts the standards. The standards documents are reviewed and updated on a four-year cycle. Further information on the standards can be found at: <http://www.nd.gov/cte/standards/>

### **Academic Integration**

The Department of Career and Technical Education strongly believes in the importance of academic integration within each program. CTE courses are a vehicle by which students can apply academic knowledge to everyday life. Each standards document includes an academic cross-walk that identifies the standards in English/Language Arts, Mathematics, and Science that relate to CTE standards and can be taught or reinforced in the CTE program.

### **Using the Standards**

Districts will use the standards as guides for developing curriculum that reflects local needs and are also tailored to prepare young people for the opportunities that exist in North Dakota and elsewhere.

## Organization of the Standards Document

**Standard:** provides a broad overview or general description of the content.

**Topics:** describe in general terms what students should know and be able to do.

**Competencies:** more specifically define the knowledge, skills, and practices of topics and provide the basis for measuring student learning.

<b>Standard 1: Career, Community and Family Connections</b> – Integrate multiple life roles and responsibilities in family, work, and community settings. <i>(Based on National Standard # 1)</i>		
Topic 1: Analyze strategies to manage multiple life roles and responsibilities.		
<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	1.1.1 List and describe trends in the workplace and community that impact individuals and families (e.g., policies, issues, ethics, worker benefits, etc.) 1.1.2 Describe how individual career goals can affect the family 1.1.3 Set personal goals for learning and leisure. 1.1.4 Predict the potential impact of career path decisions on balancing work and family.	1.1.5 Analyze the impact of social, economic, and technological change on work and family dynamics 1.1.6 Develop a life plan for achieving individual, family, and career goals

## Automotive Collision Competency Categories

The competencies are further categorized into three divisions: Introductory, Core, and Advanced.

<b>Advanced</b>
Learners at this level <b>analyze, synthesize, judge, assess</b> and <b>evaluate</b> knowledge in accord with their own goals, values and beliefs, and/or real situations.
<b>Core</b>
Learners at this level <b>experience</b> acquired knowledge by <b>applying</b> it to familiar situations and to themselves.
<b>Introductory</b>
Learners at this level <b>explore</b> and become more <b>aware</b> of the content within the subject.

### **Keys to Employability**

The eight skills are based on materials gathered from the North Dakota Career Resource Network and the National Career Development Guidelines. These national skills standards, developed by industry groups and sponsored by the U.S. Department of Education and Labor, provide career and technical educators with the expectations of employers across the United States.

#### **Basic Skills**

- Reading-locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- Writing-communicates thoughts ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- Arithmetic/Mathematic – Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- Listening – Receives, attends to, interprets, responds to verbal messages and other cues.
- Speaking – Organizes ideas and communicates orally.

#### **Personal Qualities**

- Responsibility – Exerts a high level of effort and perseveres towards goal attainment.
- Self-Esteem – Believes in own self worth and maintains a positive view of self.
- Sociability – Demonstrates understanding, friendliness, adaptability, empathy and politeness in group setting.
- Self Management – Assess self accurately, sets personal goals, monitors progress, and exhibits self-control.
- Integrity/Honesty – Chooses ethical courses of action.

## **Keys to Employability (Continued)**

### **Technology**

- Selects Technology – Chooses procedures, tools or equipment including computers and related technologies.
- Applies Technology – Understands overall intent and proper procedures for setup and operation of equipment.
- Maintains and Troubleshoots Equipment – Prevents, identifies, or solves problems with equipment, including computers and other technologies.

### **Systems**

- Understands Systems - Knows how social, organizational, and technological systems work and operates effectively with them.
- Monitors and Corrects Performance - Distinguishes trends, predicts impacts on system operations, diagnoses deviations ,corrects malfunctions.
- Improves or Designs Systems - Suggests modifications to existing systems and develops new or alternative systems to improve performance.

### **Thinking Skills**

- Creative thinking-generates new ideas.
- Decision making-specifies goals.
- Problem Solving – Recognizes problems and devises and implements plan of action.
- Seeing Things in the Mind’s Eye – Organizes, processes symbols, pictures, graphs, objects and other information.
- Knowing How to Learn – Uses efficient learning techniques to acquire and apply new knowledge and skills.
- Reasoning – Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### **Resources**

- Time – Selects goal-relevant activities, ranks and allocates time, and prepares and follows schedules.
- Money – Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
- Material and Facilities – Acquires, stores, allocates, and uses materials or space efficiently.
- Human Resources – Assesses skills an distributes work accordingly, evaluates performance and provides feedback.

### **Information**

- Acquires and Evaluates Information.
- Organizes and Maintains Information.
- Interprets and Communicates Information.
- Uses Computers to Process Information.

### **Interpersonal**

- Participates as a Member of a Team - Contributes to group effort.
- Teaches Others New Skills
- Serves Client/Customers - Works to satisfy customers’ expectations.
- Exercises Leadership - Communicates ideas to justify position, persuades and convinces, responsibly challenges existing procedures and policies.
- Negotiates - Works toward agreements involving exchange of resources; resolves divergent interests.
- Works with Diversity - Works well with men and women from diverse backgrounds.

## AUTOMOTIVE COLLISION STANDARDS

### Standard 1: Non-Structural Analysis and Damage Repair (Body Components)

#### Topic 1: Preparation of non-structural body components

Introductory	Core	Advanced
<p>1.1.1 Inspect, remove, store and replace all vehicle mechanical and electrical components that may interfere with or be damaged during repair</p> <p>1.1.2 Inspect, remove, and replace repairable plastics and other components that are recommended for off-vehicle repair</p>	<p>1.1.3 Review damage report and analyze damage to determine appropriate methods for overall repair; develop and document a repair plan</p> <p>1.1.4 Inspect, remove, store and replace exterior trim and moldings</p> <p>1.1.5 Inspect, remove, store and replace interior trim and components</p> <p>1.1.6 Inspect, remove, store and replace non-structural body panels and components that may interfere with or be damaged during repair</p> <p>1.1.7 Protect panels, glass, and parts adjacent to the repair area</p> <p>1.1.8 Soap and water wash the entire vehicle; use appropriate cleaner to remove contaminants from those areas to be repaired</p> <p>1.1.9 Remove corrosion protection, undercoatings, sealers, and other protective coatings necessary to perform repairs</p> <p>1.1.10 Apply safety procedures associated with vehicle components and systems according to manufacturers specifications/procedures</p> <p>1.1.11 Apply environmental practices associated with vehicle components and systems such as substrates, fluids, refrigerants, batteries, etc.</p>	

**Standard 1: Non-Structural Analysis and Damage Repair (Body Components)****Topic 2: Outer body panel repairs, replacements, and adjustments**

<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
1.2.1 Inspect, remove and replace bolted, bonded, and welded steel panel or panel assemblies 1.2.2 Determine the extent of damage to aluminum body panels; repair or replace in accordance with manufacturer's specifications 1.2.3 Inspect, remove, replace, and align doors, tailgates, hatches, lift gates, latches, hinges and related hardware 1.2.4 Inspect, remove, replace, and align bumper bars, covers, reinforcement, guards, isolators, and mounting hardware 1.2.5 Inspect, remove, replace and align front fenders, headers, and other panels 1.2.6 Replace door skins according to manufacturer's procedures 1.2.7 Restore sound deadeners and foam materials 1.2.8 Perform panel bonding according to manufacturer's specifications 1.2.9 Diagnose and repair water leaks, dust leaks, and wind noise	1.2.10 Determine the extent of direct and indirect damage and direction of impact; develop and document a repair plan 1.2.11 Inspect, remove, replace and align hood, hood hinges, and hood latch 1.2.12 Inspect, remove, replace, and align deck lid, lid hinges, and lid latch 1.2.13 Straighten and rough-out contours of damaged panels to a suitable condition for body filling or metal finishing using power tools, hand tools, and weld-on pull attachments 1.2.14 Weld damaged or torn steel body panels; repair broken welds 1.2.15 Restore corrosion protection	

<b>Standard 1: Non-Structural Analysis and Damage Repair (Body Components)</b>		
<b>Topic 3: Metal finishing and body filling</b>		
<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	1.3.1 Remove paint from the damaged area of a body panel 1.3.2 Locate and reduce surface irregularities on a damaged body panel 1.3.3 Demonstrate hammer and dolly techniques 1.3.4 Heat shrink stretched panel areas to proper contour according to manufacturer's specifications 1.3.5 Cold shrink stretched panel areas to proper contour 1.3.6 Mix body filler 1.3.7 Apply body filler; shape during curing 1.3.8 Rough sand cured body filler to contour; finish sand	
<b>Topic 4: Introduction to movable glass and hardware</b>		
<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
1.4.1 Inspect, adjust, repair or replace window regulators, run channels, glass, power mechanisms, and related controls 1.4.2 Diagnose and repair water leaks, dust leaks, and wind noises; inspect, repair, and replace weather-stripping 1.4.3 Inspect, repair or replace, and adjust removable, manually or power operated roof panel and hinges, latches, guides, handles, retainer, and controls of sunroofs		

**Standard 1: Non-Structural Analysis and Damage Repair (Body Components)**

**Topic 5: Non-structural metal welding and cutting of body components**

1.5.1	Weld and cut high-strength steel and other steels using manufacturer's specifications/procedures	1.5.4	Identify weldable and non-weldable materials used in collision repair
1.5.2	Weld and cut aluminum using manufacturer's	1.5.5	Determine the correct welder type, electrode, wire type, diameter, and gas to be used in a specific welding situation
1.5.3	Perform visual and destructive tests on each weld type	1.5.6	Set up and adjust the GMAW (MIG) welder to "tune" for proper electrode stickout, voltage, polarity, flow rate, and wire-feed speed required for the material being welded
		1.5.7	Store, handle, and install high-pressure gas cylinders
		1.5.8	Determine work clamp (ground) location and attach
		1.5.9	Use the proper angle of the gun to the joint and direction of gun travel for the type of weld being made in the flat, horizontal, and vertical positions
		1.5.10	Protect adjacent panels, glass, vehicle interior, etc. from welding and cutting operations
		1.5.11	Protect computers and other electronic control modules during welding procedures according to manufacturer's specifications
		1.5.12	Clean and prepare the metal to be welded, assure good metal fit-up, apply welding through primer if necessary, and clamp as required
		1.5.13	Determine the joint type (butt weld with backing, lap, etc.) for weld being made according to manufacturer's/industry specifications

<b>Standard 1: Non-Structural Analysis and Damage Repair (Body Components)</b>		
<b>Topic 5: Non-structural metal welding and cutting of body components</b>		
	<p>1.5.14 Determine the type of weld (continuous, butt weld with backing, plug, etc.) for each specific welding operation according to manufacturer's /industry specifications</p> <p>1.5.15 Perform the following welds: continuous, stitch, tack, plug, butt weld with backing, and lap joints</p> <p>1.5.16 Identify the causes of various welding defects; make necessary adjustments</p> <p>1.5.17 Identify the cause of contact tip burn-back and failure of wire to feed; make necessary adjustments</p>	
<b>Topic 6: Introduction to plastics and adhesives</b>		
<p>1.6.1 Identify the types of plastics; determine repairability</p> <p>1.6.2 Identify the types of plastics repair procedures; clean and prepare the surface of plastic parts</p> <p>1.6.3 Replace or repair rigid, semi-rigid, and flexible plastic panels according to manufacturer's/industry specifications</p> <p>1.6.4 Remove or repair damaged areas from rigid exterior sheet-molded compound (SMC) panels</p> <p>1.6.5 Replace bonded sheet-molded compound (SMC) body panels; straighten or align panel supports</p>		

**Standard 2: Painting and Refinishing****Topic 1: Safety Precautions**

<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	<p>2.1.1 Identify and take the necessary precautions with hazardous operations and materials according to federal, state, and local regulations</p> <p>2.1.2 Identify safety and personal health hazards according to OSHA guidelines and the “Right to Know Law”</p> <p>2.1.3 Inspect spray environment to ensure compliance with federal, state and local regulations, and for safety and cleanliness hazards</p> <p>2.1.4 Select and use the NIOSH approved personal sanding respirator. Inspect condition and ensure fit and operation. Perform proper maintenance in accordance with OSHA Regulation 1910.134 and applicable state and local regulation.</p> <p>2.1.5 Select and use the NIOSH approved (Fresh Air Make-up System) personal painting/refinishing respirator system. Perform proper maintenance in accordance with OSHA Regulation 1910.134 and applicable state and local regulation</p> <p>2.1.6 Select and use the proper personal safety equipment for surface preparation, spray gun and related equipment operation, paint mixing, matching an application, paint defects, and detailing (gloves, suits, hoods, eye and ear protection, etc.)</p>	

**Standard 2: Painting and Refinishing****Topic 2: Surface Preparation**

<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	<p>2.2.1 Inspect, remove, store, and replace exterior trim and components necessary for proper surface preparation</p> <p>2.2.2 Soap and water wash entire vehicle; use appropriate cleaner to remove contaminants</p> <p>2.2.3 Inspect and identify substrate, type of finish, surface condition, and film thickness; develop and document a plan for refinishing using a total product system</p> <p>2.2.4 Remove paint finish</p> <p>2.2.5 Dry or wet sand areas to be refinished</p> <p>2.2.6 Featheredge damaged areas to be refinished</p> <p>2.2.7 Apply suitable metal treatment or primer in accordance with total product systems</p> <p>2.2.8 Mask and protect other areas that will not be refinished</p> <p>2.2.9 Mix primer, primer-surface or prime-sealer</p> <p>2.2.10 Apply primer onto surface of repaired area</p> <p>2.2.11 Apply two-component finishing filler to minor surface imperfections</p> <p>2.2.12 Dry or wet sand area to which primer-surfacer has been applied</p> <p>2.2.13 Dry sand area to which two-component finishing filler has been applied</p> <p>2.2.14 Remove dust from area to be refinished, including cracks or molding or adjacent areas</p> <p>2.2.15 Clean area to be refinished using a final cleaning solution</p>	

<b>Standard 2: Painting and Refinishing</b>		
<b>Topic 2: Surface Preparation</b>		
<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	2.2.16 Remove, with a tack rag, any dust or lint particles from the area to be refinished 2.2.17 Apply suitable sealer to the area being refinished when sealing is needed or desirable 2.2.18 Scuff sand to remove nibs or imperfections from a sealer 2.2.19 Apply stone chip resistance coating 2.2.20 Restore corrosion-resistant coatings, caulking, and seam sealers to repaired areas 2.2.21 Prepare adjacent panels for blending 2.2.22 Identify the types of rigid, semi-rigid or flexible plastic parts to be refinished; determine the materials, preparation, and refinishing procedures 2.2.23 Identify aluminum parts to be refinished; determine the materials, preparation, and refinishing procedures	

<b>Standard 2: Painting and Refinishing</b>		
<b>Topic 3: Spray Gun and Related Equipment Procedures</b>		
<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	2.3.1 Inspect, clean, and determine condition of spray guns and related equipment (air hoses, regulators, air lines, air source, and spray environment) 2.3.2 Check and adjust spray gun operation for HVLP (high volume, low pressure) or LVLP (low volume, low pressure) guns 2.3.3 Set-up (fluid needle, nozzle, and cap), adjust, and test spray gun using fluid, air, and pattern control valves	
<b>Topic 4: Paint Mixing, Matching, and Applying</b>		
<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
2.4.1 Identify the types of rigid, semi-rigid or flexible plastic parts to be refinished; determine the materials, preparation, and refinishing procedures 2.4.2 Refinish rigid, semi-rigid, and flexible plastic parts 2.4.3 Apply multi-stage (tricoat) coats for panel blending or overall refinishing 2.4.4 Identify poor hiding colors; determine necessary action 2.4.5 Tint color using formula to achieve a blendable match 2.4.6 Identify alternative color formula to achieve a blendable match	2.4.7 Determine type and color of paint already on vehicle by manufacturer's vehicle information label 2.4.8 Shake, stir, reduce, catalyze/activate, and strain paint 2.4.9 Apply finish using appropriate spray techniques (gun arc, gun angle, gun distance, gun speed, and spray pattern overlap) for the finish being applied 2.4.10 Apply selected product on test and let-down panel; check for color match 2.4.11 Apply single stage topcoat 2.4.12 Apply basecoat/clearcoat for panel blending or partial refinishing 2.4.13 Apply basecoat/clearcoat for overall refinishing 2.4.14 Denib, buff, and polish finishes where necessary 2.4.15 Identify and mix paint using a formula	

**Standard 2: Painting and Refinishing****Topic 5: Paint Defects - Causes and Cures**

<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	<p>2.5.1 Identify blistering (raising or the paint surface); determine the cause(s) and correct the condition</p> <p>2.5.2 Identify blushing (milky or hazy formation); determine the cause(s) and correct the condition</p> <p>2.5.3 Identify a dry spray appearance in the paint surface; determine the cause(s) and correct the condition</p> <p>2.5.4 Identify the presence of fish-eyes (crater-like openings) in the finish; determine the cause(s) and correct the condition</p> <p>2.5.5 Identify lifting; determine the cause(s) and correct the condition</p> <p>2.5.6 Identify clouding (mottling and streaking in metallic finishes); determine the cause(s) and correct the condition</p> <p>2.5.7 Identify orange peel; determine the cause(s) and correct the condition</p> <p>2.5.8 Identify overspray; determine the cause(s) and correct the condition</p> <p>2.5.9 Identify solvent popping in freshly painted surface; determine the cause(s) and correct the condition</p> <p>2.5.10 Identify sags and runs in paint surface; determine the cause(s) and correct the condition</p> <p>2.5.11 Identify the sanding marks (sandscratch swelling); determine the cause(s) and correct the condition</p> <p>2.5.12 Identify contour mapping (shrinking and splitting) while finish is drying; determine the cause(s) and correct the condition</p>	

**Standard 2: Painting and Refinishing****Topic 5: Paint Defects - Causes and Cures**

<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	<p>2.5.13 Identify the color difference (off-shade); determine the cause(s) and correct the condition</p> <p>2.5.14 Identify tape tracking; determine the cause(s) and correct the condition</p> <p>2.5.15 Identify low gloss condition; determine the cause(s) and correct the condition</p> <p>2.5.16 Identify poor adhesion; determine the cause(s) and correct the condition</p> <p>2.5.17 Identify paint cracking (crowsfeet or line-checking, micro-checking, etc.); determine the cause(s) and correct the condition</p> <p>2.5.18 Identify corrosion; determine the cause(s) and correct the condition</p> <p>2.5.19 Identify dirt or dust in the paint surface; determine the cause(s) and correct the condition</p> <p>2.5.20 Identify water spotting; determine the cause(s) and correct the condition.</p> <p>2.5.21 Identify finish damage caused by bird droppings, tree sap, and other natural causes; correct the condition</p> <p>2.5.22 Identify finish damage caused by airborne contaminants (acids, soot, and other industrial-related causes); correct the condition</p> <p>2.5.23 Identify die-back conditions (dulling of the paint film showing haziness); determine the cause(s) and correct the condition</p> <p>2.5.24 Identify chalking (oxidation); determine the cause(s) and correct the condition</p>	

<b>Standard 2: Painting and Refinishing</b>		
<b>Topic 5: Paint Defects - Causes and Cures</b>		
<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
	2.5.25 Identify bleed-through (staining); determine the cause(s) and correct the condition 2.5.26 Identify pin-holing; determine the cause(s) and correct the condition 2.5.27 Identify buffing-related imperfections (swirl marks, wheel burns); correct the condition 2.5.28 Identify pigment flotation (color change through film build); determine the cause(s) and correct the condition 2.5.29 Measure mil thickness	
<b>Topic 6: Final Detail</b>		
<b>Introductory</b>	<b>Core</b>	<b>Advanced</b>
2.6.1 Apply decals, transfers, tapes, woodgrains, pinstripes (painted and taped), etc.	2.6.2 Buff and polish finish to remove defects as required 2.6.3 Clean interior, exterior, and glass 2.6.4 Clean body openings (door jambs & edges, etc.) 2.6.5 Remove overspray	