BEND-LA PINE SCHOOLS   Name: Requirements for Volunteer Painting

Administrative School District No. 1   Section: Facilities

Deschutes County, Oregon   Code: FKAA-AR

ADMINISTRATIVE REGULATION

This form must be filled out in its entirety prior to the commencement of any work, and must be signed by the building Administrator and the Maintenance Supervisor.

1. Follow the established color scheme for each school and site. Color selection will be limited and strictly enforced by the Maintenance Department.
   a. The appropriate paint and any necessary repairs will be determined upon initial inspection of the area for the type of surface to be painted. If repairs are necessary the project will not commence until all necessary repairs are made.

2. Classrooms (or area to be painted) will be inspected prior to and upon completion of painting.

3. The following will **NOT** be allowed: faux finishes, extravagant paint patterns, wallpaper, student handprints, excessive color contrasts, stenciling, borders, etc.

4. There will be a consistency maintained of appropriate sheens (for example, painting over semi-gloss with flat is not allowed in order to maintain durability of the surface for general cleaning purposes.)

5. Painting of metal doors and the doorjambs is NOT allowed due to the special process/paint that is required to paint these.

6. Changing the wall texture is NOT allowed.

7. Prior to any painting in any elementary school, a lead base paint check will need to be completed by District Staff.

8. Painting supplies will be provided to the site and equipment will be inventoried and inspected upon delivery. Items are to be thoroughly cleaned and returned in the same condition than when delivered. The site will be responsible for the cost of replacing any items that are not returned or were not returned in the same condition as when delivered.

9. **If the painting guidelines are not followed, the cost of repair will be the site's responsibility.**

School: _____

Project Description: _____

_____

Room Area: _____ Color(s): _____

Person(s) Responsible for Painting: _____

Dates of Project (Beginning/Completion): _____

Building Administrator (Principal): _____ Date: _____

Maintenance Supervisor: _____Date: _____

Painting Guidelines

I. Wall Prep
   A. Remove all objects from wall surfaces (i.e. push pins, staples, sticky tac, tape, etc.)
   B. Remove balance of items from walls (i.e., pictures, posters, banners, etc.) and move as much away from the walls as possible. ***Do not remove any switch plates or receptacle covers at this time.***
   C. Cover floors, countertops or any other adjacent surfaces with plastic or drop cloths.
   D. Degloss and clean the walls
      1. Always wear a respirator while working with this product.
      2. Follow the manufacturer's instructions.
   E. Patch and Fill any holes or cracks.
   F. Mask off or tape edges adjacent to the wall surfaces to protect them from paint.

II. Masking
   A. Carefully mask where carpet directly meets walls.
   B. Mask the top edge of the cove base.
   C. Mask tile and grout where it meets the walls.
   D. Mask white boards, cabinets and counter top edges.
   E. Mask door frames, alarms and thermostats.
   F. Mask receptacles and switches.

To finalize your prep, cover floors and large surfaces with plastic.

III. Painting

Moderately shake paint cans. After opening, stir paint to ensure pigment blending if necessary.
   A. Brush work (cutting in).
      1. Cut in ceiling first – paint a strip approximately 3" wide to ensure plenty of room to keep the roller from touching the ceiling.
      2. Cut in the corners and around any objects on the walls (i.e., cabinets, counter tops, cove base).

      Do not cut in more than 8' of wall per section, as you want the paint from the roller to blend with the brushed paint as much as possible.
   B. Rolling
      1. Work from top to bottom.
      2. Overlap the roller passes by approximately 30%.
      3. Moderately move the roller. Rapid movement causes paint to fly off the cover that could create an unnecessary mess.
      4. Double roll to avoid runs in the paint. Re-roll every segment you first rolled. Once you feel you have rolled on all of the paint on the roller cover, go back to the starting point and roll over the same area now that the roller has less paint on it. This helps prevent excessive build-up of the paint and distributes the paint more evenly on the wall.

Most painting jobs will require two coats so don't try to completely cover the wall with one coat. One coat will only work when you are painting over the same color. Be sure the first coat is completely dry before applying the second coat.

Once the painting has been completed and you are removing the tape, please be careful not to pull paint from the newly painted surface where the paint has bridged over the tape. Use a razor knife and carefully run along the edge before attempting to remove the tape.

If you have any questions or encounter unexpected challenges please call the Painting Department at 541.383.6068 and we will answer any questions.

Reviewed: 11/29/10

Approved: 11/29/10