



FACILITIES PLANT OPERATIONS & MAINTENANCE	
Title: Site Based Painting Procedure	Number: CS- P003
Resource To Be Affected: All school and ancillary facility interior walls	Date: 11/4/2016

1.0 Purpose

To describe the procedure for requesting that interior surfaces of a building to be painted by school personnel.

2. Scope

This procedure applies to all District buildings and all principals. Note: This procedure does not apply to routine repainting of exterior building surfaces that are the responsibility of Structural Services to paint.

3. Applicable Documents

The following document(s) become part of this document to extent specified herein:

- Paint Approval Form (See attached). This form is to be filled out by Paint Lead or Supervisor of Building Systems.

4. Definition of Terms

Design criteria – the paint system used during initial school design or, if to be modified, proposed by the Principal.

MPI – Master Painters Institute

NFPA – National Fire Protection Agency

Facility Manager – For the purpose of this procedure, this includes the Administrator responsible for the department or building.

5. Responsibilities

Facility Managers – Request a Work Order to have Facilities personnel approve site based painting.

Work Control – Create a Work Order for the Paint Lead or Supervisor to visit the school to determine if painting can be done by site personnel.

Paint Lead or Building Systems Supervisor – Review, approve, or disapprove requests for painting building surfaces and fill out the required form (Paint Approval Form) giving school personnel approval/disapproval and instructions on how to perform site based painting at their facility.

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6. References

NFPA 101 – Life Safety Code 10.1 Interior Finish, Contents & Furnishings

7. Procedure

7.1 Requesting Building Paint Changes

- 7.1.1 A Facility Manager is the only authorized district employee who may request a paint change.
- 7.1.2 All requests for painting change application shall be submitted by calling the Work Control Call Center (321) 633 – 3100 and requesting a Work Order (WO) to have facilities Lead Painter/Building Systems Supervisor visit site and fill out appropriate form.
- 7.1.3 Facility Managers do not have to submit a “School Initiate Project” form when requesting that interior surfaces of a building to be painted by school personnel and/or a change in paint color. Use the CS-F002- Paint Change Request Form instead. Facilities personnel will fill out the proper form.

7.2 Researching Paint Changes

- 7.2.1 The Facility Manager shall work with the Structural Services Supervisor or Lead to investigate current color applications and options for change.

7.3 Approving Paint Changes

- 7.3.1 All purchased paint shall be MPI approved paint on the approved coatings list and listed on the bid tabulation sheet of Purchasing ITB contract “ITB-14-B-013-DW – Paint and Materials”.

7.5 Paint Purchase Rules

- 7.5.1 All purchased paint shall be MPI approved paint and listed on the bid tabulation sheet of Purchasing ITB contract “ITB-14-B-013-DW – Paint and Materials”.
- 7.5.2 Painted interior surfaces where it has been determined by the Structural Services Supervisor that the surface does need to be painted a standard color, Plant Operations and Maintenance will purchase the paint.
- 7.5.3 Painted interior surfaces where paint color change has been requested and the surface does not need to be painted, the Principal will be responsible for purchasing the custom color paint.
- 7.5.4 Painted interior surfaces where paint color change has been requested and the surface does not need to be painted, the Facility Manager will be responsible for the purchase of the paint material and labor associated with the custom paint request.

8. Records

Painting Change Request Form – Approval / Disapproval original shall be filed by the Structural Services Supervisor and copies forwarded to the requesting Principal.

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9. Painting Exceptions

All exterior wall surface painting will be done solely by Plant Operations and Maintenance or District approved painting vendors.