



## INTERIOR PAINTING PROJECT PROCESS

### Pre-Painting Steps

1. Establish scope
2. Listen to Customer requirements
3. Establish budgetary concerns
4. Make recommendations to satisfy budget, but develop color theory plan if all phases cannot be implemented immediately
5. Suggest other trades to accomplish interior design goals to make the project unique and tailored
6. Sample colors to ensure correct hues/values based upon light sources.
7. Set commencement and completion dates.
8. Inform customer if scaffolding is required and utilization.
9. Describe paint process and inform customer of odored paints, i.e. oil-based for moldings, casings, trim
10. Prepare quotation for signature, and deposit requirements

### Painting Steps

#### Preparation

1. Mark Furniture locations with blue tape on floor
2. Take pictures of art, decoration, mirrors, wall cover and drapery locations
3. Cover traffic areas with blue taped brown paper
4. Inspect Interior drop cloths for cleanliness. Shake/clean as necessary
5. Move furniture (clean hands) as needed to complete the work
6. Cover all furniture with plastic or clean drop cloths. Cover blinds and cords with plastic sheath.
7. Remove blinds and items for windows. Move and mark location of delicate window blinds into unused space.



## Tape

1. Patch holes. Leave-nail in place for items that will be returned to the wall.
2. Cover work area with clean drop cloths. A drop must be under the painter at all times.
3. Wipe down all baseboards and clean as necessary to get to a good surface, scuff marks, etc.
4. Caulk baseboards, remove old caulk as necessary and apply fresh
5. Tape/cover fans, drop-lighting
6. Remove faceplates and attach faceplate hardware with tape
7. Remove hardware from doors to be painted. Bind hardware components with tape and leave near the location of removal.
8. Texture as needed. Prime all textures before paint.

## Paint

1. Create mixing and paint prep station with folded drop cloth or blue tarp. Place all paints on the protected area.
2. Batch paint before use. Triple check color before combining paints.
3. Replace all paint can lids immediately after use and tap down.
4. Begin work with dry, clean brushes. Reuse naps as required, seal with plastic if color application is not complete.
5. Cut/roll walls in tandem to ensure proper color blend. Minimum overlap of cut/roll to eliminate halo or hat band effect/



### Daily Clean Up

1. Return paint from cut buckets to matching original paint can.
2. Wash all brushes thoroughly
3. Cover roller trays and buckets with plastic, note color & sheen
4. Return paints and brushes to paint prep station
5. Sweep and clean, fold drops as necessary
6. Lock doors, turn off lights and water (if owner requires)
7. If Homeowner is off-site:  
leave plastic prep in place until final clean up.

### If Homeowner is on-site:

- Remove ladders and drop cloths from interior space for convenience of owner
- Ensure no materials are left in traffic pattern or walking spaces

### Post-Painting Steps

1. Conduct a "walk-thru" with the customer
2. Identify all "punch list" items
3. Resolve all "punch list" items to customer's satisfaction
4. Payment balance due upon completion