

## Quick Reference Guide

March 2025

Version 25.0

### Chapter 15 – Painting

Preparation	<ol style="list-style-type: none"><li>1. Determine a painting plan.</li><li>2. Cut poly, if needed, as protection from unruly paint/stain.</li><li>3. Ready small paint pails, roller pans and liners. Set near paint supply</li><li>4. Open windows for fresh air.</li><li>5. Dust off window sills and edges above tub/shower</li><li>6. Protect exterior doors with poly. .</li><li>7. Protect tub/shower flange.</li><li>8. Tape window frames if there is no plastic window edging.</li><li>9. Mix paint.</li><li>10. Protect floor if there is no paper covering.</li><li>11. Fill four pails with water.</li></ol>
Priming, Painting and Staining	<ol style="list-style-type: none"><li>12. Do not prime or paint garage ceiling or plastered sheetrock in a garage.</li><li>13. Prime/paint ceilings before walls</li><li>14. Prime walls, ceilings, and house scuttle box cover (if there is one) with one coat of primer.</li><li>15. Use brushes to cut in all corners and surfaces inaccessible to rollers.<ol style="list-style-type: none"><li>a. Roll out drips and lap marks.</li><li>b. Wipe splatter off doors, hinges, strike plates, etc. with a damp rag before paint dries.</li></ol></li><li>16. Hold primer and paint back 1” from edges of exterior doors.</li><li>17. Remove painter’s tape as soon as possible, but leave any window frame tape on</li><li>18. Scrape roller covers and brush primer from pans and pails. Transfer leftover primer back to supply</li><li>19. Re-use scraped primer roller covers and cleaned brushes for painting. Replace pan liners and small pail liners before painting</li><li>20. Finish coat walls, ceilings, and scuttle cover using same techniques as for priming.</li><li>21. After painting, check for lightly coated areas using portable lights held 1’- 2’ from surface. Touch-up as needed.</li><li>22. Stain closet poles and stair handrail and skirt boards</li><li>23. Check with Construction Supervisor if house scuttle box trim should be painted, if yes, prime and paint it.</li></ol>
Clean-Up	<ol style="list-style-type: none"><li>24. If painting cannot be completed in a day, wrap rollers and brushes tightly in plastic or foil for re-use</li><li>25. Scrape roller covers and brush paint from pans and pails. Transfer back to supply</li><li>26. Dispose of all roller covers and pan and pail liners, as well as pans or pails with excessive paint build-up</li><li>27. Give brushes to Construction Supervisor to evaluate for keeping versus disposal. Clean those suitable for re-use.</li><li>28. Leave window tops under eaves and along front porch open 1” before leaving, weather permitting.</li><li>29. If floors are covered with paper, remove all paper being careful not to get any spilled paint on the subfloor.</li></ol>
Preparation for Next Build Day	<ol style="list-style-type: none"><li>30. Secure covers on leftover primer/paint buckets, mark approximate leftover volume on covers, leave covers off empty buckets</li><li>31. Leave all primer and paint buckets inside house. Put two step stools in basement, all other step stools, painting tools, bins, etc. get stacked in living room ready for pick-up.</li></ol>

## Quality Points

### Chapter 15 – Painting, Staining

- Inside of exterior doors, shower stall flange, and tub/shower are clean of any paint
- Plastid window edging strips or tape around window frames is in place and paint cleaned from glass surfaces
- All painted surfaces have been quality checked and touched up as necessary
- Stair skirt and stair handrail are stained, and quality checked
- All painter's tape (except on window frames) and poly covers removed from doors
- All residual paint has been returned to containers, containers sealed, and marked with approximate volume. (Half full, quarter full, etc.) Empty containers are left open and set aside.
- Any paper floor covering is removed
- Tools and supplies are neatly stacked in living area and two step stools left in basement