

System: Facilities and Maintenance

Process: Building Surface Changes

Issue Date: (Date)

Approved by: (Designated School District Personnel)

Document Author: (Name of School District Author) Phone: (Area Code) (Phone Number)

Summary of changes: None

1. Purpose

To describe the procedure for requesting a painting change of a building surface

2. Scope

This procedure applies to all District buildings and all principals. Note: This procedure does not apply to routine repainting of building surfaces that does not change the color or texture.

3. Definition of Terms

Border – the uniform twelve-inch (or less) space or pattern on a wall surface near the ceiling or floor

Design criteria – the condition of the wall surface as designed by the architect during construction or the updated condition approved by the Building Committee.

NFPA – National Fire Protection Agency

Paint Change – change of color or texture, or application of a border

Principal – for the purpose of this procedure, this includes the Administrator responsible for the building

4. Responsibilities

Principals – Submit a Painting Request Form to the Manager of Facilities and Maintenance

Manager of Facilities and Maintenance – Review, approve, or disapprove requests for painting building surfaces

Building Engineer – Oversee painting applications

5. References

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

6. Procedure

6.1 Requesting Building Paint Changes

6.1.1 A Principal is the only authorized district employee who may request a painting change or application of a border

6.1.2 All requests for painting change or border application shall be submitted by the Principal on a Painting Change Request Form

6.2 Researching Paint Changes

- 6.2.1** The Principal shall work with the Building Engineer to investigate current color applications and options for change
- 6.2.2** When a paint change is determined to be appropriate, manufacturer color code and paint type must be listed on the Painting Change Request Form

6.3 Approving Paint Changes

- 6.3.1** The Manager of Facilities and Maintenance shall review painting and border change requests for compliance with NFPA 101, flammability coding for schools, design criteria, and colors approved by the Building Committee.
- 6.3.2** If all specifications are satisfied, the Manager of Facilities and Maintenance shall indicate approval on the Painting Change Request Form and return a copy of the form to the originating Principal and to the applicable Building Engineer
- 6.3.3** If the painting or border change request is disapproved, the reason will be annotated on the Painting Change Request Form in order to facilitate resolution

6.4 Accomplishing Paint Changes

- 6.4.1** Only personnel authorized by the Manager of Facilities and Maintenance on the Painting Change Request Form may accomplish the approved painting or border changes
- 6.4.2** The Building Engineer shall oversee the application of the painting or border changes.

7. Records

Painting Change Request Form – Approved original shall be filed by the Manager of Facilities and Maintenance, copies to requesting Principal and responsible Building Engineer

(SCHOOL DISTRICT)

Painting Change Request Form

Building:

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Location of building:

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Reason for paint or border change:

Color requested:

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Type of paint requested:

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Person who will perform the painting:

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Building Principal approval:

	Date:
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Facilities and Maintenance approval/disapproval:

	Date:
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If disapproved, reason for disapproval:

To be completed by Facilities and Maintenance Manager

Cost to restore to design criteria:

\$

Date last painted:

If approved, file original with Facilities and Maintenance, with copies to the requesting Principal and the responsible Building Engineer.

If disapproved, file a copy with Facilities and Maintenance and return the original to the Principal.