

## **Best Practice Approval Sheet**

### ***Painting and Staining***

NOTE: *All descriptions are based on visibility from > 2'*



#### **Initial Stage Prep and Prime**

- Materials are delivered and neatly organized at job site
- Jobsite is completely partitioned, swept, and vacuumed (including floor, trim, vents, outlets, cabinets, etc.)
- Trim has been caulked, filled and sanded to conceal holes and defects
- Walls have been filled and sanded between coats
- Hardware has been removed, bagged and labeled; doors are labeled on top edge
- *\*Remodel ONLY: "dime-sized" or smaller defects are filled/sanded to concealment*
- *For stain ONLY: wood conditioner is used before staining*
- *For stain ONLY: panels have been sanded, and holes puttied*
- Field Worker Policy is being followed

#### **Substantial Completion Stage**

- Trim and other millwork/cabinetry is painted evenly and free of "curtains" or drips
- Walls have been rolled evenly and free of "curtains", drips, roller marks, or light spots
- Cut-in lines between trim, walls, ceilings and different finishes are straight
- Ceiling is rolled evenly and free of rollermarks or sheen changes
- Extra paint has been labeled clearly with marker and stored in appropriate area on jobsite

#### **Final Stage**

- All work has been completed
- Client Walkthrough has passed
- All related change orders have been resolved
- Extra product and materials have been removed from site

#### **General Requirements**

- Work was completed on time
- Daily check-in/out was conducted through Service Coordinator
- Workspace was rolled up and swept clean daily
- We have current certificate of insurance (with worker's comp and liability) on file