

## Painting Guidelines

These guidelines are to be followed by any contractor or group who has been given permission by this office to paint any area or part of a University-owned Fraternity or Sorority House. Comments, questions and requests should be directed to the Assistant Director for Greek Facilities in this office.

1. Metal Door Jambs/Frames
  - a. Spot-prime as necessary with Benjamin Moore's IronClad Alkyd Low Lustre Metal and Wood Enamel #163, Duron's DuraClad Alkyd White Metal Primer #33-010, or Sherwin-Williams Kem Kromik Metal Primer #B50 series. Where priming over existing alkyd/oil finish, use recommended primer that accepts acrylic latex finish paint.
  - b. Second and Third Coats: Benjamin Moore's Regal AquaGlo Latex Semi-Gloss #333, Duron's Signature Select Acrylic Interior Semi-Gloss, Product Code 173-XXXX, or Sherwin-Williams' Classic 99 Interior Latex Semi-Gloss.
2. Drywall surfaces to be Duron's Plastikote Eggshell.
3. Damaged surface areas shall be filled with spackle and sanded when completely dry. Fill areas are required (large areas will require two or three applications) to ensure a smooth surface.
4. The use of a spray system will not be permitted. All surfaces must be rolled or brushed.
5. Environmental conditions shall be as required by paint manufacturer (temperature, humidity, etc.)
6. Fully protect all areas adjacent to surfaces to be painted with dropcloths/plastic.
7. Each coat of material shall be thoroughly dry prior to the application of the succeeding coat.
8. The contractor shall clean all materials (including brushes and rollers) off site. House sinks, lavatories, etc. shall not be used.
9. At completion, all areas will be inspected by the University to ensure a proper job. Contractor shall make-good all surfaces deemed unacceptable.
10. Contractor is responsible for thoroughly cleaning all areas and properly repairing (by a professional in that field) damage caused during the job.
11. Contractor must provide to the organization requesting this work a complete paint schedule, proposal with dates and expected completion, proof of insurance, contractor number and agreement to all the items listed above.

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Signature of Contractor

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Job Title/Location

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Date