



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

GUIDELINES

SUBJECT: **INTERIOR PAINTING GUIDELINES**

ORIGINAL DATE OF APPROVAL: February 23, 1989

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: September 2003, May 2004, February 2011, September 2017, June 2018

Member Responsibility in SMHC includes Interior Painting/Decorating. To assist Members with this task, the following guidelines have been developed. Please follow them when doing interior painting in your home.

Wall colors are the members choice except on move out. On move out, bright or deep wall colors are not acceptable and may need to be repainted. The painting must be well done and in good condition. Wall color acceptability will be the decision of the staff members conducting the move out inspection.

Ceilings must be clean and painted if required.

If wallpaper is installed it must be removed and the wall repaired, if needed, and painted to match the rest of the room.

PAINTING OF CEILINGS:

- Cover floor and furniture.
- Ceilings must be sprayed by a competent person.
- Clean up splatters on walls immediately.

A good quality flat white ceiling paint must be used. If the ceiling has first been sealed with an oil based sealer, then a latex product may be used. If the ceiling has not been sealed DO NOT use latex paint, this will cause the stipple to fall off.

Sarcee Meadows has an agreement with paint supply stores for members to receive a discount on all painting supplies. Please contact the office for information on which stores offer discounts.

PAINTING OF WALLS:

- Remove all foreign materials from area to be painted. e.g. stickers, tiles, picture hangers, hooks, switch plates, plug in covers, cold air vent covers, etc. Wash areas to be painted, to remove excess grime with TSP or a household degreaser like Fantastic. Pay extra attention to the kitchen area. Rinse before painting.
- Fill all holes and damaged areas with acceptable hole fillers, e.g. spackle, polyfiller, drywall mud, wall patch, etc. If you require help with major drywall repairs, call the office.
- Sand filler to smooth, flat finish.
- Prime filler areas with Primer/Sealer before painting.
- Mask all areas not to be painted. e.g. baseboard, door casings, window casings, light fixtures, ceiling fans, towel bars, etc. NOTE: SMHC will provide new rubber baseboard to members when base is very old and brittle. If this is the case, we suggest you remove the old base prior to painting and install new base after painting is finished.
- Cover floor with plastic or a drop sheet to prevent paint stains on lino or carpet.
- If ceiling is to be painted do it first. [See instructions for ceiling painting.]
- Use a good quality paint.
- Keep in mind that 1 gallon of paint should cover 400 square feet in one coat.
- Do not paint receptacles or switches.

Latex paint should never be used over Oil based paint unless the oil paint is sanded and/or primed in advance of the application of latex. Oil base paint can be applied over latex without any extra preparation.

After ensuring that proper preparation has been done, apply paint to wall; ensure that no area is missed. Use long smooth strokes with the paint roller. Ensure roller does not touch the ceiling. "Cut" paint in at ceiling with a smooth brush or edger.

PAINTING OF WOODWORK:

- Wash woodwork to remove excess dirt.
- Sand and prime chipped areas before painting. If moldings are rotten, broken or damaged, have them repaired prior to painting.
- Cover stairs when painting railings. Remove hardware when painting door frames and railings.
- Use a good quality brush that does not lose bristles in your paint.

Members may use high quality latex white paint on woodwork or upstairs bathroom shower stall if desired.

BEDROOM AND BATHROOM DOORS (stained hollow core doors).

These doors can be painted if desired. First clean the door surface with a sponge and detergent and then rinse. Remove all hardware from door before painting. Sand doors lightly with fine sandpaper then wipe with a damp cloth. Apply a latex-all purpose stain-blocking primer using a high quality 1/4 inch synthetic nap roller. Let primer dry overnight. Then, using a high quality 3/8 inch synthetic nap roller, apply a top of the line interior latex paint in an eggshell, satin or semi gloss finish, depending on the appearance desired. If more than one coat is desired, sand very lightly wipe with a damp cloth and apply another coat.

ORIGINAL KITCHEN CUPBOARD DOORS

These doors can be painted white once Member has been given approval to do so. Follow the directions for painting bedroom and bathroom entry doors. If a more durable finish is desired “Melamine” provides a very hard and scratch resistant finish for the above applications. NOTE: Oak replacement cabinets are NOT to be painted. Do not get paint on door hinges and remove door handles prior to painting.

INSIDE THE KITCHEN CABINETS AND VANITIES

The inside of the cabinets and vanities must be cleaned and painted, with the proper white paint, when appropriate and approved by the office prior to painting. .

ELECTRICAL FIXTURES

- Mask off ceiling light fixtures and smoke detectors prior to painting.
- Remove electrical cover plates from light switches and plug-ins before painting. Mask off the actual plug-in and light switch to avoid getting paint on the device. (Note: paint on these devices on move out will result in charges being levied.)

WHEN HIRING A PAINTER

Consider these things:

- Ask for references and check them out
- Be sure you specify the kind of paint you want – ensure quality product is used.
- Ask about what your responsibilities will be – e.g. Moving furniture, taking down pictures, etc.
- What will happen if the job is not satisfactory or if damage is done to your property?
- Is the painter covered by workers compensation and carry liability insurance?
- Be sure you get a quote in writing specific to the above plus:

1. The areas to be done e.g. Ceilings, walls, woodwork, what rooms?
 2. What preparation is included in the price e.g. Patching, removal of wall paper
 3. The kind of paint that will be used
 4. How many coats will be done?
 5. Time frame for completion
 6. Does the price include GST or is it extra?
- Once a painter is chosen, ensure that the painter is made aware of these procedures.

Be sure you are happy with the job before you pay the contractor.

USING THE TIME PAYMENT PLAN

Members in good standing must submit a quote to Sarcee Meadows for the time payment plan. If approved members will sign a contract with Sarcee Meadows and be expected to abide by the terms of the time payment plan. That means monthly payments of a minimum of \$30 until the contract is paid in full in a maximum of 24 months.

The time payment plan cannot be used by out-going-members.

NOTE: To test wall paint to determine if the paint is latex or oil base, swab a small inconspicuous area with acetone base nail polish remover. If the paint comes off it is latex.