

# INTERIOR PAINTING

## PRE-PAINT CHECKLIST

The following checklist will assist us in being able to complete our work quickly and cause less disruption to your routine.

### **Prior to our arrival please:**

- If necessary: Disconnect wiring from computers, video, TV and stereos. Identify your wires so you can reconnect them correctly.
- Remove and store any items on the walls and shelving/dressers/tables in the areas we are painting. Move any furniture to the middle of the room.
- Rooms should be clear of all clothing, papers, towels, throw rugs, etc.
- If closets are being painted, please have them emptied prior to our arrival.
- If any pictures, hanging items etc., are staying in their current location, please leave their hardware in place. If they are being moved, please pull the hardware and we will patch the holes.
- Grandfather clocks should be secured or removed from the area.
- If Our Company moves a piano we are not responsible for re-tuning.
- Remove towels, rugs, and accessories from bath and powder rooms.
- Take down blinds, curtains, and draperies (Our Company is not responsible for any damaged window treatments)
- Alarm systems should be disabled (Our Company is not responsible for alarm company service fees)
- Make any necessary arrangements for pets.
- Call us prior to your paint job with any questions or concerns you may have. We will be glad to discuss them with you.
- For your comfort – if you are sensitive to odors (or if anyone is pregnant) you should try to make arrangements to stay away from the jobsite for the duration of the job.
- Please relax. You have hired professionals who do this every day. We understand the disruption caused by having work done in your home and we will do everything possible to make it as easy for you as we can.
- If you are unable to do any of the items on the checklist, please contact us and we will be happy to make arrangements for you.

### **We will perform the following services:**

- All floors and carpeting will be covered with drop cloths.
- All furniture will be covered with plastic sheeting.
- Furniture that we moved will be put back in place upon completion of the job.
- Rubbish and empty paint containers will be removed from the job.
- Leftover paint cans will be marked and left for the customer.

### **Final Inspection:**

- The foreman or our office will inform you of the expected completion day and time.
- We ask that you walk the property with the foreman at the completion of the job to inspect the work and make sure you are happy.
- We will perform any touch ups at this time so that we do not have to make a special trip back in the future (although we will if needed per our warranty)
- After you inspect the job please sign the contract and pay the foreman directly or call in your credit card information to our office.
- If for some reason you cannot perform a final walk we still require final payment, please call into the office so we can settle up on the balance due.

## EXTERIOR PAINTING PRE-PAINT CHECKLIST

The following checklist will assist us in being able to complete our work quickly and cause less disruption to your routine.

### **Prior to our arrival please:**

- Cut back all bushes that are touching the house/fence and take down vines, which are close to, or connected to the house. If this is not possible, we will do our best to paint behind them but cannot guarantee perfect coverage when painting behind plants.
- Remove and store all items from your front or back porch that you would not want to get wet during the pressure washing.
- Please move your patio furniture away from the home or, group into the center of the patio. If you cannot physically do this, we can move items but are not responsible for damages.
- Make sure all windows are closed prior to our arrival for pressure washing.
- Please make arrangements to contain or remove your pets during the project.
- Please leave phone numbers where you may be reached during the day.
- Please relax. You have hired professionals who do this every day. We understand the disruption caused by having work done in your home and we will do everything possible to make it as easy for you as we can.
- If you are unable to do any of the items on the checklist, please contact us and we will be happy to make arrangements with you.

### **We will perform the following services:**

- Walkways and patio floors will be covered with plastic sheeting.
- All patio furniture will be covered with plastic sheeting.
- Patio furniture that we moved will be put back in place upon completion of the job.
- Rubbish and empty paint containers will be removed from the job.
- Leftover paint cans will be marked and left for the customer.

### **Final Inspection:**

- The foreman or our office will inform you of the expected completion day and time.
- We ask that you walk the property with the foreman at the completion of the job to inspect the work and make sure you are happy.
- We will perform any touch ups at this time so that we do not have to make a special trip back in the future (although we will if needed per our warranty)
- After you inspect the job please sign the contract and pay the foreman directly or call in your credit card information to our office.
- If for some reason you cannot perform a final walk we still require final payment, please call into the office so we can settle up on the balance due.
- We take pride in our professionalism and craftsmanship. Time is taken to prepare and protect your property as if it were our own and to provide the best possible service to complete your project in an efficient and timely manner.

Customer Name \_\_\_\_\_ Phone \_\_\_\_\_

**Please have your colors selected and submitted at least 1 week before your start date, your project may have to be rescheduled if you do not have your colors selected by then. Please review your contract PRIOR to completing this form. Once complete email it to [colors@PaintingCo.com](mailto:colors@PaintingCo.com)**

**EXTERIOR FINAL COLOR CHOICES:**

| <u>Surface</u>  | <u>Paint Brand</u> | <u>Color Name</u> | <u>Color Number</u> |
|---|--------------------|-------------------|---------------------|
| Stucco/Body   |                    |                   |                     |
| Soffits/Eves (Same as body color <b>unless</b> noted otherwise in the contract) |                    |                   |                     |
| Roofline Trim   |                    |                   |                     |
| Popouts (FRONT? / ALL?)   |                    |                   |                     |
| Garage Door   |                    |                   |                     |
| Front Door (If included)  |                    |                   |                     |
| Security Door (If Included)   |                    |                   |                     |
| Other Painted Doors (If Included)   |                    |                   |                     |
| Metal View Fence (If Included)  |                    |                   |                     |
| Fence Walls REAR? / FRONT? (If included)  |                    |                   |                     |
|   |                    |                   |                     |
|   |                    |                   |                     |
|   |                    |                   |                     |
|   |                    |                   |                     |

**INTERIOR FINAL COLOR CHOICES:**

| <u>Surface</u>                          | <u>Paint Brand</u> | <u>Color Name</u> | <u>Color Number</u> |
|---|--------------------|-------------------|---------------------|
| Flow (Main wall color,<br>(If included) |                    |                   |                     |
| Accent Walls (If included)              |                    |                   |                     |
| Ceiling (If included)                   |                    |                   |                     |
| Baseboards (If<br>included)             |                    |                   |                     |
| Doors/frames (if<br>included)           |                    |                   |                     |
| Cabinets (If included)                  |                    |                   |                     |
| Closets/Pantry (If<br>included)         |                    |                   |                     |
| Garage Interior<br>(If Included)        |                    |                   |                     |
| Epoxy Flooring (If Included)            |                    |                   |                     |
|   |                    |                   |                     |
|   |                    |                   |                     |