

**PAINTING PROCEDURES**

To help ensure that your painting work order is completed in a satisfactory manner, please review and complete this questionnaire.

**PLEASE CHECK AS APPROPRIATE:**

Is there going to be a time when the room will not be occupied due to employee vacations, etc.

Yes      When? \_\_\_\_\_       No

Reason for painting – Check **one** only:

- |  |  |
|--|--|
| <input type="checkbox"/> Color change        | <input type="checkbox"/> Normal wear and tear        |
| <input type="checkbox"/> Minor damage repair | <input type="checkbox"/> Extraordinary wear and tear |
| <input type="checkbox"/> Major damage repair |  |

The room is a:       classroom       office       suite of rooms  
(check all that apply)  lab       reception       single room within a suite

The walls are:       brick       plaster       cinderblock

**GENERAL GUIDELINES:**

It is possible to move the furniture to the middle of the room to paint the walls, however, if the room is small or full of furniture, it may be necessary to relocate the contents to another space. This will be assessed and arranged by Campus Services.

If new carpeting is anticipated, be sure that the painting request is submitted at least eight (8) weeks prior to the carpet installation date. If this is not possible, painting may not occur until after the carpet installation.

**WE MUST ASK YOU TO COMPLETE:**

Box contents of bookcases and shelves and ensure that all loose items are boxed.

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**Please complete the following:**

Location of paint request – Bldg./Room: \_\_\_\_\_ Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Any Special Concerns: \_\_\_\_\_

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Please fax this form to Customer Service Center at x5118 and we will contact you.