

Important Note: Contact your unit's facility manager prior to ordering facilities-related services to ensure compliance with University and/or departmental policies, procedures, and standards.

Getting Started

- Establish a defined scope for the painting project including: surfaces to be painted (e.g. ceiling, walls, floors) and take approximate measures of each type of surface; accessibility of the areas to be painted to determine if paint provider is willing to move items as part of their quotation; if any item requires dismantling or disconnection from a power or water source; assess condition of area surfaces - as damaged areas (e.g. punctured wall board, rust and corrosion, moisture, and mold) may require additional preparation work not normally covered in painting quotes. **If you are not the facility manager for the facilities impacted, then the facility manager(s) should be contacted well in advance and provide approval to proceed before committing to the painting project.**
- If the preparation of the existing surfaces has the potential to disturb asbestos or lead containing materials (e.g. floor tile, mastic, cove base, pipe insulation, existing surface paint and sub-layers) the provider must follow University of Michigan OSEH (647-1142) and the AEC asbestos abatement specifications. Your unit's facility manager may be the best link to UM OSEH department for counsel and possible testing.
- Determine what to do with extra paint after the project. Would it be best to only store enough for touch up but obtain (and file) the formula mixture should larger quantities are required in the future?
- If any campus building systems (electrical, mechanical, or plumbing) are impacted, contact the [Plant Operations Call Center](#) at 647-2059 to set up a work request for the required disconnections/reconnections.
- Be mindful of smoke and fire detectors, as dust from sanding and/or fumes from paint may set them off.
- If the painting project requires other services (e.g. flooring, moving), coordinate these items with all parties impacted to mitigate possible conflicts. Remember to secure these other services (or ascertain the availability of these services) soon after the scope of the painting project has been defined and approved by the facility manager.
- If the painting project is being considered at a leased property, the UM Real Estate Office must be contacted at 763-2302 in advance of making commitments for painting or other services related to the project. Note that landlord agreements may preclude units from using University painting vendors.

Initiating the Project

- Review approved provider information.
- Establish contact with the provider(s) who appear capable of meeting your needs. Note: If other services are required of the painting project (e.g. disconnect plumbing via Plant Operations) it may be prudent to determine availability for these other services before committing to painting dates with provider(s).
- Once likely painting dates are solidified, engage provider(s) in soliciting a quote for services. To avoid future scope conflicts, consider scheduling a walk-through with provider(s) before obtaining a quote. Also, the walk-through serves as a good vehicle to initiate communication (and instant feedback) about other considerations such as the existing condition of areas to be painted, access to the facility including parking, and any hazards or obstacles to avoid.
- If estimated project cost is above \$10,000 or the approved providers cannot meet your needs, contact Procurement Services at 764-8212, option #1, or procurement.services@umich.edu for assistance.
- Before work begins it is best to include all expectations in writing and have a formal not-to-exceed acknowledgement from the provider. Also, paint samples should be of sufficient size to render reasonable assurances that expected color and tone will be realized

Project Close-Out

- Verify work was completed appropriately by performing a project close-out inspection.
- Immediately contact the provider with the results of the inspection. If remedies are required, it is important that the results be presented in writing.
- Contact the Procurement Services painting contract administrator at 615-3492 if you do not get a satisfactory resolution from the provider in a timely manner (usually within ten days).