# Quick Reference Guide

## March 2020

Version 2020.0

### Chapter 15 – Painting, Staining

| Preparation | 1. Determine a painting plan. See Sec. 15.1.1  
|             | 2. Cut poly for use as protection from unruly paint/stain. See Table 15-1 for sizes and function  
|             | 3. Ready some small paint containers, roller pans and paint liners and set near paint supply  
|             | 4. Open windows for fresh air.  
|             | 5. Dust off window sills and edges above tub/shower before priming  
|             | 7. Protect tub/shower. Cover shower flange with tape/poly.  
|             | 8. Verify window frames have been covered with blue painters’ tape. If not, cover frames  
|             | 9. Turn on all lights  
|             | 10. Use drill/paint mixer to thoroughly mix paint. Use cedar shim to mix stain.  
|             | 11. Place poly on floor where paint is to be mixed or poured.  
|             | 12. Attach hose (in basement) and fill four pails with water: one for hands/rags, three for brushes  
| Priming, Painting and Staining | 13. Do not prime or paint garage ceiling or plastered sheetrock in a garage.  
|             | 14. Prime ceilings before walls  
|             | 15. Prime walls, ceilings, and scuttle hole cover with one coat of primer using rollers  
|             | 16. Use brushes to cut in all corners and surfaces inaccessible to rollers.  
|             | a. Do not leave lap marks. Roll out drips and lap marks to eliminate heavy streaks on plaster  
|             | b. Wipe off splatter on doors, hinges, strike plates, etc. with a damp rag before paint dries.  
|             | 17. Hold primer and paint back 1” from edges of exterior doors.  
|             | 18. When cutting in ceiling and wall corners, paint a 3” wide border on each side of corner  
|             | 19. Remove painter’s tape as soon as possible after painting, but leave window frame tape on  
|             | 20. Scrape roller covers and brush primer from containers. Transfer leftover primer back to supply  
|             | 21. Re-use scraped primer roller covers and cleaned brushes for painting. Replace liners and small containers before painting  
|             | 22. Finish coat walls, ceilings, and scuttle cover using same techniques described for priming.  
|             | 23. After painting, check for lightly coated areas using portable lights held 1’- 2’ from surface. Re-coat if found  
|             | 24. Stain closet poles and stair handrail and skirt boards  
|             | 25. Prime and paint scuttle hole trim  
| Clean-Up | 26. If painting can’t be completed in a day, wrap rollers and brushes tightly in plastic or foil for re-use  
|             | 27. Scrape roller covers and brush paint from containers and liners. Transfer back to supply  
|             | 28. Dispose of all roller covers and pan liners, as well as containers with excessive paint build-up  
|             | 29. Clean and rinse brushes. Give to site leader to evaluate for keeping versus disposal  
|             | 30. Leave window tops under eaves and along front porch open 1” before leaving, weather permitting.  
|             | 31. If floors are covered with paper, remove all paper being careful not to get any spilled paint on the subfloor.  
| Preparation for Next Build Day | 32. Secure covers on leftover primer/paint pails, mark approximate leftover volume on covers, leave covers off empty pails  
|             | 33. Leave all primer and paint pails inside house |
Quality Points

Chapter 15 – Painting, Staining

- Inside of exterior doors, shower stall flange, and tub/shower are clean of any paint
- Tape around window frames is in place and paint cleaned from glass surfaces
- All painted surfaces have been quality checked and touched up as necessary
- Stair skirt and stair handrail are stained, and quality checked
- All painter’s tape (except on window frames) has been removed
- All residual paint has been returned to containers, containers sealed, and marked with approximate volume. (Half full, quarter full, etc.) Empty containers are left open and set aside.
- Any paper floor covering is removed