

**Paint Project Documentation**

The key to successful future painting projects is documentation. Documentation should take the form of project review forms, photographs, written notes, and completion reports incorporated into the project file. A copy of the completion report and project review form should be filed with the Paint Task Force to allow for annual inspections. In order to ensure that this crucial maintenance task is completed satisfactorily in years to come the project details must be well recorded to allow for accurate project replication and failure analysis.

**Guidelines for Paint Project Documentation**

- Documenting the painting process is essential to reproducing the finish in the future. Always note the following in your records:
  - Reviews required
  - Type of surface preparation
  - Primer used
  - Paint used & vendor location
  - Method of application
  - Any additional treatments applied
  - Weather during application
  - Reason for paint type and color choice
  - Contractor name & contact information
  - Project cost
  - Sample stick to accompany files
- Photography of the structure, methods and materials before, during and after the project.

## Property Care White Papers

### Paint: Project Documentation

#### **Technical Information for Paint Project Documentation**

Paint is a sacrificial coat which needs to be renewed at regular intervals. When it comes time to re-paint the structure, having the past project details will be helpful and allow you to either replicate the process or potentially improve the longevity of the finish through modifications to the process.

- Reviews required: was a permit from a historic district commission required and obtained?
- Type of surface preparation: what tools were used?
- Primer used: manufacturer; color; formula; number of coats; vendor and type
- Paint used: manufacturer; color; number of coats; formula; vendor and type
- Sheen: what type of sheen was selected for the work?
- Method of application: number of coats and type of application
- Any additional treatments applied: wood rejuvenator; linseed oil; consolidant; etc.
- Weather during application: temperature ranges, precipitation
- Reason for paint type and color choice:
  - When documenting the rationale behind the color selection, make sure to note if the color is based on paint analysis—if so, a copy of the relevant sections of the analysis report should also be included in the project file.
- Painter name & contact information: note the names of the painters involved, their firm and any contact information.
  - Future project managers may want to contact the firm for additional information or if the result was not satisfactory, others will know not to work with them in the future.
- Project cost: Important to record in order to help in future project estimating.
- Sample stick: Create a sample stick to be stored at the property care offices with the same number of coats as the final finished product. Label the back side by detailing all of the above information.
- Photography: An integral part of project documentation:
  - Always take before, during and after photos.
  - Images of primer and paint can labels can also be helpful.
  - Photographs should be incorporated into the completion report and also appropriately stored.