

Carnegie Mellon University Housing and Dining services

PAINING GUIDELINES

Housing Services and Student Life support common area painting projects as activities that build community and enhance the living environment on campus. These projects are designed to improve the aesthetic appearance of the area and must appeal to all potential customers (students, visitors, parents, summer groups, etc.). All common area painting requests must be approved by the Director of Housing and Dining Services. Students will work to coordinate the project with Student life and Housing Services. Minimally, a building's Community Advisor and Coordinator must review and approve of the project. The Director of Housing and Dining Services for Facilities in consultation with other Facility staff, make the final decision about any proposed painting project.

2. To propose a project: Pick up the Guidelines and Proposal Form from the Housing Services Office. A detailed, full-color drawing of the proposed murade3.00/TT3 1(If) -0.00/TT2 1(If)1.09[(1)-2 F and repaired/re-painted as necessary. This work will be completed within 30 days of approval.
4. After inspection and final preparation of the area, the project will be submitted to the Student Coordinator representing the interested building. The Student Coordinator will meet with the designated Facility staff to determine the supplies needed.
5. After the project is approved for painting, the Student Coordinator will assume responsibility to provide quality work. Any damage to the building's original condition resulting from poor work will be repaired at the building's expense.
6. A start date and completion date will be set in advance. A designated staff member will inspect the location to be painted. Once the project is completed, will be painted over and the costs billed to the building.

Additional Information:

1. Only water soluble or semi-gloss low VOC paint is allowed. Do not use oil-based water. Use of semi-gloss paint is preferred since it is more durable.
2. Questions concerning the appropriateness of a design or color should be discussed in Housing Services or Student Life.

3. Only walls may be painted. Wood-work, built-in or movable furniture, floors or flooring materials, floor/carpet base molding, ceilings, windows, window casings or door frames, and fire safety equipment may not be painted. Plates for wall electric outlets and light switches may be painted when they are within the design.
4. Prior to painting, the furniture and floor must be covered with drop cloths. Plastic sheeting is preferred when working around or on carpeting. Paint can seep through cloth drop cloths. Be careful not to track spilled or spattered paint from the plastic sheeting to unprotected areas. If paint does get onto floor materials, be sure to remove the paint immediately with warm water and an absorbent towel.
5. No permanent room modifications may be made. No wallpaper, or any type of tape-up and/or adhesive wall covering may be used.
6. Projectors are recommended for use with the painting of designs. Your RA should be able to help you obtain this equipment.
7. You will be required to lay out/sketch the entire design in the intended space prior to beginning any painting.
8. Paint should be stirred thoroughly at the start and occasionally during the painting operation. Use horizontal strokes where possible. Watch out for drops or runs which generally

**Carnegie Mellon University
Housing and Dining Services Office**

COMMON AREA PAINTING PROPOSAL FORM

