

Painting

Departments can initiate the painting of unit-assigned rooms, being responsible for all associated costs and scheduling.

Corridors, restrooms, stairwells and other public spaces are not College-assigned spaces and therefore not permitted areas to paint.

Should there be questions about space assignments, contact the College Facilities Planner for clarification.

The process for implementing a painting project includes the following...



Determining the Scope of Work

- Consider miscellaneous items to be painted (i.e., door frames, radiator covers, conduit (piping), etc).
- All painting projects require a degree of wall patching and repair work.
- Many painting projects require the room occupants to vacate for a period of time.....consider an alternative work area for the project duration.
- If a "unique" paint color is desired, consider painting the majority of the space a neutral color and highlighting or personalizing with an accent wall. This prevents having to re-paint the entire space when the next occupant moves in.
- When covering a dark paint color, it can take up to four coats to completely mask the existing finish.

Getting a Cost Estimate

- Contact an OSU-approved painting contractor. For a list of contract vendors visit Purchasing's website using the following link; <http://purchasing.osu.edu/sourcing/default.aspx>
- Schedule an on-site meeting with the vendor to discuss the proposed work and request a cost estimate.



The vendor provides a digital cost estimate



Process the purchase request in WorkDay