

## Seattle Public Schools – Self Help Facilities Projects

### Guidelines: **PAINTING**

Date, revised: 1/06

Questions? Call the Self Help Coordinator at 252-0637

- **Self Help Application for Project Approval** is required for painting projects.  
<http://www.seattleschools.org/area/facilities/SelfHelp/Overview.pdf>
- The sponsoring group may need to provide a certificate of insurance naming Seattle School District as additional insured; we can let you know at the time of your project what is required.  
<http://www.seattleschools.org/area/facilities/SelfHelp/InsuranceRequirements.pdf>
- If you are hoping to hire a contractor:
  - The contractor needs to be on the District's Small Works Roster:  
[http://www.seattleschools.org/area/facilities/SmallWorksRoster/small\\_works\\_roster.xml](http://www.seattleschools.org/area/facilities/SmallWorksRoster/small_works_roster.xml) .
  - Depending on the dollar value of the project, you may need to follow specific bidding requirements; let us know the size of your project.
  - The contractor needs to pay employees prevailing wage.
  - The contractor needs to provide a certificate of insurance to the Self Help Office  
<http://www.seattleschools.org/area/facilities/SelfHelp/InsuranceRequirements.pdf>
- Occasionally, we are able to obtain reconstituted paint from the City at no cost. Call to discuss whether this would work for your project.
- We can provide a list of suppliers that may give you special SSD pricing for paint.
- We can loan you some of the tools needed for your project. Call so we can help you determine what tools and how many you'll need, and also to make arrangements for picking them up. Please clean the tools before you return them.
- Designate a person to be in charge during the project.
- For interior painting projects, no sanding or scraping is permitted because the existing paint on the walls might contain lead.
- **If you're planning to paint any outdoor surfaces, it is usually because the paint is pretty badly peeling or in need of scraping. For exterior painting projects, we must first test paint for lead content. If there is lead present in the paint, the paint will need to be removed and/or prepared by a professional in accordance with HUD guidelines and Labor and Industry standards – absolutely no scraping, sanding or power washing is permitted by volunteers.**
- Due to insurance limitations, use of District ladders is not permitted; however, you may bring your own ladders to use. You must follow WISHA fall protection requirements when working more than eight feet above ground. We can provide extender poles, which greatly minimize the need for having people on ladders. Students may only paint only areas they can reach standing on the floor. Use of scaffolding is not permitted.
- Clean up all spills and spatters immediately so they don't get tracked around the school or detract from your project.
- Disposal and cleanup:
  - Combine all unused paint (matching colors and types) into as few containers as possible.
  - Place used roller covers and pan liners, disposable paint brushes, used tarps/cardboard, empty paint cans (left open) into plastic garbage bag. Tie bag loosely so items inside can dry out. Place in designated garbage container.
  - Wash re-usable brushes, roller frames, re-usable buckets and screens, and paint pans in designated sink - ask custodian which sink to use. Clean up sink and area afterwards. Place wet items inside a bucket so they don't drip in unwanted places during drying.
- **Do not leave/store any leftover paint at the school. Take it home or to the City of Seattle transfer station.**

**If you have questions, please call the Self Help Coordinator at 252-0637.**

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Thanks for taking pride in your school!

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