



Painting Project Checklist

Checklist provided courtesy of Remdal Painting and Restoration Inc.

1. Establish scope of work:

- Decide if survey to be done by owners or engage a professional
- Review exterior surfaces and note deficiencies:
 - Wood siding Composite siding Vinyl siding Stucco Concrete
 - Brick Soffits Fascia & trim Wood windows Railings
 - Decks/Patios Metal surfaces Light standards Pillars Shakes
 - Doors/frames Garage doors Metal Cladding Privacy fencing
 - Perimeter fencing Decorative features Other _____

Note any visible repairs required:

- Concrete _____
- Stucco _____
- Cracking _____
- Siding _____
- Wood trim _____
- Decks _____
- Railings & stairs _____
- Other _____

Note any sealant & envelope repairs required:

- Existing leaks _____
- Balcony membranes _____
- Window perimeters _____
- Sealant repairs _____
- Wood trims _____
- Metal flashings _____
- Attachments _____
- Roof membrane _____

2. Prepare a budget and plan to raise funds:

- Get a budget figure for the scope of work
- Contingency reserve fund (CRF), ¾ vote
- Special levy, ¾ vote resolution
- Depreciation report, majority vote resolution

3. Create a business case to present to owners:

- Engage the owners – survey with options
- Form a non-council advisory group
- Allow the process to build momentum
- Hold information meeting, invite input, summarize
- Invite a credible industry spokesperson for questions

4. Don't get hung up on colour:

- Form a colour committee to oversee the process
- Have digital colour photos or display boards done
- Significant change in use or appearance requires ¾ vote
- Is a designer or architect needed?
- Decide on the process of colour approval
- A major colour change may require city approval

5. Establish one specification for all bidders:

- Engage a specifier to provide specification
- Or choose a trusted contractor for a specification
- Distribute bid documents, scope of work, bid closing
- Ideally use the off-season to solicit bids

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6. Pre-qualify bidders:

- Sources: strata manager, CHOA, specifier, engineer
- Ensure the Contractor:
 - Has valid \$5,000,000 liability insurance minimum
 - Is Better Business Bureau accredited mbc.bbb.org
 - Consider: employee-based crews or sub-contractors?
 - Has bonding for warranty and performance
 - Has track record in providing scope of work
 - WorkSafe BC clearance www.worksafebc.com

7. Invite 3 – 4 qualified bidders:

- Arrange site meeting with all parties
- Thoroughly review scope & specification with contractors, walk through the project, ask for questions to clarify
- Email changes in an addendum from site meeting
- Ensure a strata representative is available
- Set reasonable time for bids to be returned

8. Evaluate proposals for:

- Track record of the company
- References – call & check
- Project management personnel to run the job
- Communication processes
- Policy on sub-contracting of work
- Commitment to completion without gaps or delays
- Proposed materials & quality products
- Warranty & guarantees (labor & materials)
- Company culture & reputation
- Local work references including older projects
- Systems to coordinate the work
- Qualifications, experience, and training of employees
- Manpower and capacity of company to do the work
- Safety policies & documentation
- MPDA/PDCA standards, manufacturer's licensing
- Do we trust this company will do what it says?

9. Choose company and sign contract that clarifies:

- Full scope of work and inclusions/exclusions
- Tentative start date and duration of work
- Completion process
- Colours and colour approval process
- Payment schedule, terms & approvals
- Items of special concern

10. Pre-job setup meeting:

- Meeting: contractor, site foreman, strata, SM
- On site details: parking/security/storage/washrooms
- Establish a schedule & post it for owner's review
- Have the contractor record any existing damage
- Review job scope: everyone on same page?
- Establish communication plan to strata & SM
- Review landscaping challenges with contractor
- Ensure daily clean-up: safe & tidy worksite

11. Making the job go smoothly

- Ongoing project management by contractor
- Daily communication with site foreman
- Invoicing trigger points
- Change-order or extra work authorization
- Communication of process and progress
- Review of finished work, remaining deficiencies
- Weekly meeting for larger projects

12. Post Job:

- Deficiency notices to owners
- Identify other work to follow (e.g. window washing)
- Walk-through with strata at substantial completion

Obtain final documentation including:

- Colour schedule
- WorkSafe compliance letter
- Maintenance recommendations
- Material technical data sheets
- Statutory declaration
- Warranty documents