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

4. Don’t get hung up on colour:
   - Form a colour committee to oversee the process
   - Decide on the process of colour approval
   - Have digital colour photos or display boards done
   - A major colour change may require city approval
   - Significant change in use or appearance requires ¾ vote
   - Is a designer or architect needed?

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
- Set reasonable time for bids to be returned
- Ensure a strata representative is available

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
- 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