

**Carnegie Mellon University
Housing and Dining services**

PAINTING 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 request should be submitted as early as possible each semester to allow ample time for completion. Requests received within the first month of the Fall and Spring semesters will receive first priority for approval and funding.

Procedures:

1. Students desiring to paint any area of a residential building must receive permission from the Housing 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, will 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 mural must accompany any proposal. Proposed murals must represent art work that is appropriate for our residential communities and the University retains its right to regulate content. Residents should consider discussing plans with the building's Student Life staff. They are available to you.
3. Following review and approval of the design by Housing Services, the intended area will be inspected and repaired/re-painted as necessary. This work will be coordinated by your facility coordinator.
4. After inspection and final preparation of the area is complete, Housing Services will give final approval to the Student Coordinator representing the interested group, and the project may begin. The Student Coordinator will meet with the designated Facility staff member to discuss paint colors and other supplies needed.
5. After the project is approved for painting, the Student Coordinator and students working on the project assume responsibility to provide quality work. Any damage, repair, or work needed to restore the area to its original condition resulting from poor work will be paid by the students.
6. A start date and completion date will be set in advance. After the completion date a Housing Services staff member will inspect the location to be painted. Any approved work of poor quality or not completed, will be painted over and the costs billed to all students who signed the proposal form.

Additional Information:

1. Only water soluble or semi-gloss low VOC paint may be used. Latex paint is easily cleaned up with water. Use of semi-gloss paint is preferred since it is more durable than flat latex.
2. Questions concerning the appropriateness of a design can be directed to any professional staff member 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 result from using too much paint. One coat of paint will normally be sufficient. Wipe up any drippings or spillage immediately with water. Once the paint has dried, it is very difficult to remove.

Clean Up

1. When you have finished painting, wash out brushes and rollers thoroughly in cold water. This should be done in the trash closets or in the bathroom utility sinks preferably. Wash out brushes thoroughly getting deep into the bristles to be certain all paint is removed. Wipe dry with a paper towel and store brushes unobstructed so bristles remain straight. Be careful not to leave paint in the sink or on surrounding areas. Run water through the sink for several minutes after clean up, in order to completely wash all paint through the drain pipe.
- Always clean excess paint from the rim of the can and replace the cover. Once thick layers of paint build-up in the rim, the lid will not seal properly and paint will be wasted/ruined.
 - Remove all debris, masking tape, paper, etc. from the room and place it in the trash. Please remove these garbage bags to an exterior trash collection location to prevent seepage of paint onto carpeting or the bottom of garbage cans. In Morewood Gardens, trash should be placed in the trash compactor in the driveway for example.

Good luck with your common area painting project! Remember staff members in the University Housing and Student Life are available to assist you along the way. While we feel the need to guide this process, murals can be a great way to involved residents in their community while adding to the overall character of our residential buildings and your home.

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

COMMON AREA PAINTING PROPOSAL FORM

Residential Building: _____ Location: _____

Present Color/Design: _____

Intended Color/Design: _____

Note: Full-color designs must be attached to this form prior to approval by the Housing Services.

Dates Required to Complete Work: _____

We certify that we understand and agree to the Common Area Painting Guidelines and have submitted our proposal in writing to the University Housing Office.

Student Coordinator(s) Signature: _____

Other Students working on the project (print name):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Office Use Only

Date Proposal Received in Housing Services: _____

Date Reviewed by:

- _____ Facilities Coordinator
- _____ Building Staff
- _____ Student life Coordinator
- _____ Director for Facilities

Approved Start Date: _____

Approved Completion Date: _____

Housing Authorizing Signature: _____ Date: _____

Certification of Completion of Project

I certify that the completed work meets the requirements specified within the Common Area Painting Guidelines, that I am satisfied with the final product, and that no additional work is necessary.

Student Coordinator Signature(s): _____

Housing Services Facility Coordinator Signature: _____ Date: _____

Cc: Facility Coordinator, Student Life, Student Coordinator, Building File

