

Volunteer Painting Projects

The following standards are to be followed for all volunteer paint projects on BPS property. Any exceptions must have written consent for the Director of Facilities Management. All volunteer projects must submit the permit forms from [Superintendent Circular FMT-17](#) before beginning any work. Any questions can be emailed to facilities-volunteer@bostonpublicschools.org.

Paint Selection: (See next page for Base, Sheen, and Product Recommendations)

- All paints used on interior paint projects shall be low VOC (VOC < 100 g/L) latex paints.
- Water stains should be sealed with Kilz 2 Latex Primer or approved equal.
- New paint colors shall be approved by the Director of Facilities Management.

Preparation:

- Clean, non-polyethylene, drop cloths shall be used in all areas where painting is being done.
- All finish hardware applied to doors, cabinets, etc. shall be protected.
- All fire alarm equipment shall be bagged for protection, including but not limited to smoke detectors, heat detectors, manual station and covers, speaker/strobe units, horn/strobe units, sprinkler heads, duct detectors, and all other devices, raceways, or appliances.

Surface Conditions:

- Staples, tape, tacks, oil, grease, chalk, and any other foreign objects which might impair bonding shall be removed before commencing painting.
- Latex paints shall be applied only when temperatures of surface to be painted and surrounding air temperatures are between 50° F (10° C) and 90° F (32° C).
- Alkyd paints shall be applied only when temperatures of surface to be painted and surrounding air temperatures are between 45°F (7°C) and 95°F (35°c).
- Paint shall not be applied in snow, rain, fog or mist, or when relative humidity exceeds 84 percent, or when the surface is too damp or wet.
- Preparation of substrates shall be in compliance with the manufacturer's instruction.
- Allow time recommended by manufacturer between successive coatings.
- Do not recoat until paint has dried to where it feels firm, and does not deform or feel sticky.
- Metal surfaces should be coated first with a primer, then paint, to help paint adhesion.

While Painting:

- Before application, painters shall remove all paint skins or other materials which could cause lumps or roughness, and stir paint to produce a mixture of uniform density.
- Paint surfaces behind movable equipment same as similar exposed surface.
- Exterior doors shall be finished on tops, bottoms, and side edges same as exterior face.
- Doors and frames will be painted with brush only.

Clean Up:

- At completion of work, all paint spots, oils, stains, and protective objects shall be removed.
- Cleaning shall be scheduled so dust and contaminants from cleaning don't fall on wet paint.
- At the end of each work day, remove from site discarded paint materials, rubbish, and cans.

Notes:

- There shall be no paint spraying on volunteer projects.
- There shall be no painting of lockers by volunteers.
- When repainting in areas suspected of containing lead-based paint:
 - There is to be no removal of lead-based paint, or suspected lead-based paint.
 - Persons under 18 are prohibited from working on these surfaces.
 - Persons working on these surfaces shall be informed of the hazards of lead paint.
 - Eating and drinking are prohibited in these areas.
 - Persons will adopt appropriate personal hygiene to prevent the spread of lead dust.

Location	Sheen	Base	Product Recommendation
Classroom/Hallway	Semi-gloss	Latex	Glidden: Premium Interior, GLN64XX
Doors and Trim	Semi-gloss, High-gloss	Latex	Glidden: Premium Interior, GLN64XX
Doors, Exterior	Semi-gloss	Alkyd	Glidden: Ultra-Hide Int/Ext, 3537
Ceiling	Flat	Latex	Glidden: Ceiling Paint, GC1070
Floors	Satin	Latex	Glidden: Porch & Floor Ext, PF70XXN
Cabinets /Furniture	High-gloss	Latex	Glidden: Premium Int/Ext, GL7100
Office	Satin, Semi-gloss	Latex	Glidden: Premium Interior, GLN62XX
Restroom/Cafeteria	Semi-gloss	Latex	Glidden: Premium Interior, GLN64XX
Gymnasium	Semi-gloss, High-gloss	Latex	Glidden: Premium Interior, GLN64XX
Auditorium	Flat, Eggshell	Latex	Glidden: Premium Interior, GLN90XX
Wood Stain	Gloss	Latex	SafeCoat: HardSeal, #3101
Water Spots	Primer	Latex	Kilz: Kilz 2 Latex Primer, #22001
Whiteboard Paint	N/A	Latex	ReMARKable: White Dry-Erase Coating
Mural, Interior	Eggshell	Latex	Glidden: Premium Interior, GLN60xx
Mural, Exterior	Satin	Latex	Glidden: Premium Exterior, GL69xx
Fence, Exterior	High-gloss	Alkyd	Glidden: Ultra-Hide Rust Prevent, 3528
Metal	Primer	Latex	Glidden: Gripper Primer, GL3210
Schoolyard	N/A	Latex	Neyra: Dynaflex, #02314
Schoolyard Lines	N/A	Latex	Neyra: Dynastripe, #04124