

Commercial Painting Planning Checklist for Facility & Property Managers

Property Information

- Property address
- Primary facility/property contact
- Ownership contact
- Building count
- Number of stories
- Approximate project areas
- Occupied or vacant status
- Required completion date
- Budget cycle identified

Condition Review

- Peeling paint documented
- Bare substrate documented
- Cracking documented
- Rust documented
- Failed caulking documented
- Water staining documented
- Mildew or organic growth documented
- Damaged siding/trim documented
- High-wear interior areas documented
- Photos collected

Priority

- Immediate protection issues
- High-visibility areas
- High-traffic areas
- Tenant-facing areas
- Leasing/sale priorities
- Maintenance-only areas
- Future-phase areas

Estimate Scope

- Buildings identified
- Surfaces included
- Surfaces excluded
- Cleaning defined
- Scraping/sanding defined
- Repairs defined
- Caulking defined
- Primer defined
- Finish coating named
- Coat count defined
- Access equipment defined
- Protection defined
- Cleanup defined
- Warranty defined

Operations

- Work hours approved
- Tenant notice responsibility assigned
- Parking closures planned
- Entrances identified
- Emergency access maintained
- Security access arranged
- Equipment staging location approved
- Other vendors coordinated
- Daily communication contact assigned

Closeout

- Final walkthrough completed
- Punch list completed
- Color schedule received
- Product schedule received
- Warranty received
- Photos filed
- Change orders filed
- Future maintenance recommendations recorded
- Next annual coating inspection scheduled