

Commercial Building Painting Project Planner

Project Basics

- Property address
- Property type
- Owner
- Property/facility manager
- Primary project contact
- Contractor contact
- Desired start window
- Required completion date
- Budget established

Project Purpose

- Asset protection
- Cosmetic refresh
- Lease-up
- Sale preparation
- Tenant improvement
- Maintenance
- Property repositioning
- Paint-failure correction

Property Review

- All buildings identified
- All elevations reviewed
- Interior areas reviewed
- Peeling documented
- Rust documented
- Water staining documented
- Bare substrate documented
- Repairs identified
- Photos collected

Scope

- Included surfaces listed
- Excluded surfaces listed
- Cleaning defined
- Scraping defined
- Sanding defined
- Repairs defined
- Caulking defined
- Primer defined
- Finish coating defined
- Coat count defined

Operations

- Business hours documented
- Entrances identified
- Emergency access identified
- Tenant requirements documented
- Parking plan created
- Equipment staging approved
- Work zones planned
- Other trades coordinated
- Security access arranged
- Notice responsibility assigned

Bidding

- Contractors reviewing same scope
- Equipment included
- Products identified
- Work hours identified
- Protection identified
- Cleanup identified
- Warranty reviewed
- Exclusions reviewed
- Contingency established

Preproduction

- Colors approved
- Products approved
- Schedule approved
- Tenant notices scheduled
- Parking closures scheduled
- Materials ordered
- Equipment scheduled

- Other vendors notified

Production

- Protection installed
- Preparation reviewed
- Repairs documented
- Daily updates received
- Change orders documented
- Schedule monitored
- Quality reviewed during work

Closeout

- Final walkthrough completed
- Punch list created
- Punch list completed
- Cleanup confirmed
- Product list received
- Color list received
- Warranty received
- Final photos saved
- Final invoice approved

Maintenance

- Annual inspection added to schedule
- High-risk areas documented
- Future phases documented
- Maintenance recommendations recorded
- Touch-up information stored

For facilities teams performing simple, nonhazardous maintenance touch-ups after a coating has cured, a professional-grade paintbrush set can be useful to keep small repairs controlled instead of turning every scuff into a mobilization. As an Amazon Associate/affiliate, Lightmen Painting may earn from qualifying purchases where applicable.

