

Commercial Painting Responsibility Checklist: Bid to Closeout

Bid Stage

- Property walkthrough completed
- Included surfaces identified
- Excluded surfaces identified
- Existing coating condition reviewed
- Preparation defined
- Repair assumptions defined
- Primer identified
- Finish coating identified
- Coat count defined
- Equipment requirements identified
- Work hours discussed
- Occupancy restrictions discussed
- Protection requirements identified

Preproduction

- Final colors approved
- Products approved
- Project contact assigned
- Contractor supervisor assigned
- Work sequence confirmed
- Tenant communication responsibility assigned
- Parking requirements identified
- Equipment staging approved
- Security access arranged
- Other trades coordinated
- Change-order process confirmed

Production

- Property protection installed
- Preparation reviewed
- Crew supervision established

- Daily cleanup standards confirmed
- Progress updates scheduled
- Weather delays communicated
- Hidden conditions documented
- Additional work approved in writing
- Quality control occurring during production

Closeout

- Final walkthrough completed
- Punch list documented
- Punch items completed
- Masking removed
- Work areas cleaned
- Equipment removed
- Building access restored
- Product records received
- Color records received
- Warranty information received
- Maintenance recommendations recorded
- Final invoice reviewed

Quick Responsibility Check

Before mobilization, can you answer: **Who handles tenant notices?**

Who approves change orders?

Who controls parking?

Who moves furniture/equipment?

Who is the contractor's project contact?

Who represents ownership during the final walkthrough?

For managers who like marking walkthrough concerns before the contractor arrives, [one of our recommended painting tools](#) can be useful as part of a simple inspection kit. Affiliate links may earn Lightmen Painting a commission without increasing the purchaser's price.

