

## **SUNY CORTLAND FOS POLICIES**

### **PAINTING GUIDELINES**

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**UPDATED:** N/A

#### **Guideline Statement**

Questions regarding SUNY Cortland painting guidelines can be referred to FOS Customer Service Center (ext. 2100).

SUNY Cortland has over 2 million square feet of building space. Quality care of painted surfaces is an important component of a sound facilities maintenance program. An on-going painting program is essential to ensure that painted surfaces remain in sound condition. This policy/procedure is designed to maximize available campus painting resources and prioritize painting maintenance needed to maintain both the condition of the campus and those area with the largest impacts to the overall student experience.

#### **Purpose/Scope**

Consistent with the campus mission of maximizing limited resources, Facilities will utilize a building renewal and as-needed maintenance painting approach vs. as requested or cyclical approach. This means that buildings get completely painted when they are renovated (typically about a 20 year cycle). All building painting between renovations is strictly for maintenance purposes to repair or protect the condition of facilities vs. the painting of all building areas on a fixed cycle or requests to change colors or “refresh” paint.

This policy relies on an inspection of potential areas for painting and establishing priorities of painting for the following fiscal year that will fit with available resources.

There may be areas where touch up and/or painting are prohibited because of the possibility of disturbing hazardous materials (asbestos or lead) as determined by Environmental Health and safety. In these instances painting may be deferred until a larger renovation when the hazards will be abated as capital funding allows.

#### **Definitions**

*Campus* - The main SUNY Cortland campus.

#### **Procedures/Policy**

Academic and administrative areas:

- a. Inspections of areas to be painted: The Facilities Maintenance Supervisor and Painters will complete inspections. The areas inspected will include lobbies, corridors, restrooms, classrooms, labs, and offices. They will schedule repair and painting of priority areas as determined by the purpose and scope above.
- b. Painting by other than Facilities Staff: Faculty, staff and students are not allowed to paint their own space. All painting in campus buildings must be approved by the Facilities Maintenance and Operations department and must be colors from the “SUNY Cortland In-House Interior Standards”. Using the approved interior color palette reduces paint waste and contributes to campus sustainability. Unauthorized painting will result in the department being billed for materials and labor for the repainting of the area back to authorized campus colors.
- c. Office painting for incoming faculty/staff: Every effort will be made to paint offices during changes of occupancy when offices are empty. The department must submit a work order through the Facilities web site or contact the Customer Service Center (ext. 2100) as soon as they are aware of the changes. Accent wall colors may be utilized when offices are repainted provided that they are consistent with the approved interior color palette.
- d. Painting schedule: To avoid disrupting activities, large painting jobs are often scheduled for the summer months, holiday and vacation periods, nights or weekends. Painting is often done in conjunction with other planned maintenance in campus spaces. FOS will coordinate painting schedules with the building administrator and affected occupants.
- e. Other Requests: Cosmetic painting in areas that have not been identified by Facilities will be charged to the department, and will prioritized below priority maintenance painting.

#### Residential Housing:

In addition to the above conditions which also apply to residential painting, the following special conditions apply.

- a. Facilities mobilizes summer painting crews consisting of campus painters and student workers to restore housing damage from the previous academic year during the summer months, ensuring that residence halls are in good condition for incoming students.
- b. Residential housing paint schedules will be coordinated with custodial staff around summer cleaning and with Residential Life department summer camp schedules.
- c. Since residence halls typically have “themed” color schemes, FOS will deviate from campus interior color standards to maintain the color theme in residence halls.