

## 23-16 PAINTING CONTROL SHEET

Complete a copy of this control sheet for each job to give formal assurance for the quality and completeness of the work. Tick each item and sign each section to verify that each stage of work has been completed in accordance with the Specification and correct industry practice.

Project Name:		
Works No:		
Property Address:		
INSPECTION ITEM	Insert tick ✓	Contractor to sign / date
<b>1. OCCUPANT AND PROPERTY ISSUES</b>		
Occupant given opportunity to select one of several prepared colour schemes.	<input type="checkbox"/>	Signed .....
Occupant given adequate notice before commencement of work.	<input type="checkbox"/>	
Contractor moved heavy / bulky items of furniture.	<input type="checkbox"/>	
Property and fixtures protected by use of drop sheets, masking out etc.	<input type="checkbox"/>	
<b>2. PRE-PAINTING PREPARATION</b>		
All scheduled repair works completed.	<input type="checkbox"/>	Signed .....
Surfaces scheduled to be painted were washed/sanded as appropriate.	<input type="checkbox"/>	
Exist. paint spots and smears removed from door hardware, electrical plates, etc.	<input type="checkbox"/>	
Cracks, gaps, indents etc filled and sanded smooth.	<input type="checkbox"/>	
Bare timber primed before filling.	<input type="checkbox"/>	
<b>3. APPLICATION</b>		
Paint colours match approved colour scheme.	<input type="checkbox"/>	Signed .....
All paints and coatings applied are APAS approved.	<input type="checkbox"/>	
Required number of coats applied to all areas.	<input type="checkbox"/>	
All gloss levels and textures as required.	<input type="checkbox"/>	
Each coat has uniform, even application and effective coverage.	<input type="checkbox"/>	
Finishes are free of brush or roller marks, dust, grit and blemishes.	<input type="checkbox"/>	
All coatings cut in sharply at trims, architraves, skirtings, fittings and junctions etc.	<input type="checkbox"/>	
<b>4. PRACTICAL COMPLETION</b>		
Paint spots and smears cleaned from glass, fixtures and all other surfaces.	<input type="checkbox"/>	Signed .....
All doors and windows operate satisfactorily.	<input type="checkbox"/>	
Contractor replaced heavy / bulky items of furniture.	<input type="checkbox"/>	
Cans and all debris removed from site, all areas left clean.	<input type="checkbox"/>	