

Suncreek Painting Guidelines

Purpose

As campus activities occur for the Church, SCDC and for outside users, Suncreek can have in place guidelines that protect the property and safety of the Suncreek community.

These guidelines are provided so as to help minimize damage to various surfaces as well as to meet City of Allen fire codes and pass annual inspections by the Fire Marshall. As well, they are also important in supporting the annual insurance audits/inspections of the campus.

During any Painting Activity

1. Items being painted / stained must utilize a painters drop cloth, tarp or plastic sheeting with at least 2 feet extending along any areas being painted
2. When using multiple cloths, overlaps will be tapped so there is no opportunity for spills to run between cloths
3. Cans, trays, sprays must be placed on a protected area with at least 2 feet extending around the container
4. Attention and care must be taken not to track paint onto floor tile, carpet, or other surfaces
5. Use of spray cans may only occur where:
 - ❖ There is adequate ventilation
 - ❖ Surrounding walls, flooring, furniture are “fully” covered
6. Adults must provide “direct / continuous” supervision and instruction to non-adults as to painting practices and actions that would otherwise lead to accidents i.e. running, pushing, playing with painting materials

Cleanup

1. The only inside areas allowed for cleanup are:
 - ❖ A - Pantry room sink
 - ❖ B - Janitorial mop basin
 - ❖ C - Janitorial mop basin
2. Never pour excess paint down any drain
3. Wipe down sink, counter and walls as appropriate
4. If cleanup is performed outside:
 - ❖ Never leave brushes, trays and any other materials on any concrete surface to dry
 - ❖ Items must never be allowed to dry for longer than 24 hours
 - ❖ Hoses must be placed back into a coiled configuration and faucets turned off

Storage / Disposal of Materials

1. Paint / Stain are to only be stored in an approved area
 - ❖ A Electrical Room
2. Ministry areas may store “latex / water-based” paints within trustee approved areas “clearly designated paint storage cabinet areas” under their control
3. Paint / Stain that are oil based or other similar volatile materials, typically known as having VOC’s “volatile organic compounds” and “all” types of paint spray cans will not be allowed to be stored on campus unless the ministry director first receives written trustee approval
4. Lids must be “secure”
5. Cans must always be clearly labeled to denote:
 - ❖ Paint color identification
 - ❖ Room #, wall, ceiling, cabinet
 - ❖ Scenery, signs, with applicable area designation (Children’s, Youth, Music, Missions, Trustee i.e.)
6. Paint, brushes, trays, sponges, cloths and other materials are never to be left on a floor. All items must be placed on appropriate shelves
7. Items found not to be following the above storage requirements will be subject to immediate removal / disposal
8. Unused paint for disposal falls under the “Hazardous Waste” category
 - ❖ Only cans that are “completely dry” and “bagged separately” may be placed in the dumpster
 - ❖ A drying agent, i.e. kitty litter may be of some assistance
 - ❖ To dispose of excess paint, Allen residents should access the following City of Allen website http://www.cityofallen.org/departments/community_svcs/trash_recycling/hhw_collection.htm and follow the email link to schedule a Household Hazardous Waste (HHW) pickup request at your Allen residence
 - ❖ Items for disposal should never be left for someone else to dispose of