

PAINTING

Approved Methods

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Introduction To The Painting Section

This Section Includes

- Task Lists
- Safety Review
- Tool, Equipment and Material List
Material Description
- Construction Details and Drawings

Schedule: Painting Days 1 & 2

Painting a house takes at least two workdays. Priming is done after the drywall finishing is completed and before the vinyl flooring and interior wood trim are installed. Finish Painting is done after interior trim, cabinets, and vinyl flooring are installed, nails set and floors swept clean. Water should be on at the site to facilitate clean up. In winter, it is best if heat is available to prevent freezing of painting materials.

Crew Assignments

It is suggested that approximately 15 volunteers, including one task leader and three crew leaders, be recruited for each day of Painting. Divide the crews up by distributing the experience level among the crew leaders. Each crew is then assigned to certain rooms or tasks.

Habitat chooses methods and tools that will allow homeowners to learn skills that can minimize future maintenance costs and produce a quality paint job with unskilled or semiskilled labor.

Painting Safety Guidelines

Review these guidelines with each crew member at the start of the day or as they arrive on site.

“NO JOB IS SO IMPORTANT THAT IT CAN’T BE DONE SAFELY”

Use a **ladder** that will reach the work. Place ladders on solid footing. Don’t leave any paint or tools on top of ladders.

Wear **eye protection**, especially when using rollers.

When finishing doors, work in a ventilated area.

Think & concentrate on your task.

If you are uncertain about how to do a task, or how to operate a power tool, ask your crew leader.

Speak up if something looks unsafe. An observer can spot danger quicker than a worker.

Know where **water** & a **first aid** kit are located. Tell the site supervisor immediately in the event of an injury.

Wear **appropriate clothing** for the task including work boots that protect from falling objects, have a nonskid sole & resist nail penetrations.

Habitat requires **safety glasses** when using power saws.

Habitat advises that safety glasses be used when nailing and during other work.

Utility knives - **hands out of the path of the blade!** Retract the blade when not in immediate use.

Power Saws:

- Habitat requires that **ear & eye protection** be used when using power saws to cut vinyl. Don’t bind the blade of any saw – listen for it. Back off and resupport material.
- Keep electric cords out of the way of the saw and out from underfoot.
- Don’t cross hands over to stabilize material on the miter saw. Find another way or get help.
- **Guards** on saws must be in place & operating. **Do not disable the guard, even on a siding saw table.**

No loose clothing or hair that can get caught in power tools.

Tools must be in a safe condition (meet OSHA standards, i.e. no nicks in cords.)

Wear appropriate clothing for the task including work boots that protect from falling objects, have a nonskid sole & resist nail penetrations. No open toed shoes allowed.

Task List - Prime Painting

Staffing

- House Leader
- Priming Task Leader
- 3 Crew Leaders
- 11 Additional Volunteers

Tasks to Be Completed and Crew Sizes

_____	Remove drywall sanding dust	2 to 3 Crews
_____	Protect masonry, cabinets, tub etc.	2 to 3 Crews
_____	Cut-in corners	2 to 3 Crews
_____	Roll ceilings and walls with primer	2 to 3 Crews
_____	Prime interior trim stock	1 to 2 Crews
_____	Paint first coat on exterior doors	1 Person
_____	Caulk, and prime exterior trim	1 Crew
_____	Paint final coat on kitchen & bath cabinet walls	1 Crews
_____	Paint final coat on kitchen and bath ceilings	1 Crew
_____	Clean spills and splatters	2 to 3 Crews
_____	Clean brushes and equipment	All Crews
_____	Put away materials	All Crews

Quality Checkpoints

- _____ All vinyl floors are covered carefully with drop cloths
- _____ Drywall dust removed before priming begins
- _____ Ceilings painted evenly
- _____ All walls are primed, including insides of closets
- _____ All paint drips are wiped from walls and floors
- _____ Smooth caulk on exterior trim
- _____ Concrete and brick protected from spills
- _____ All materials/tools cleaned, house straightened/paint consolidated

Task List - Finish Painting

Staffing

- House Leader
- Painting Task Leader
- 3 Crew Leaders
- 11 Additional Volunteers

Tasks to Be Completed and Crew Sizes

_____	Protect door hinges	1 Crew
_____	Mask cabinets and cover any finished floors	1 Crew
_____	Prime and caulk interior trim	2 Crews
_____	Prime and caulk exterior trim	1 Crew
_____	Paint finish coat on interior walls and trim	2 Crews
_____	Paint exterior trim	1 Crew
_____	Second coat exterior doors	1 Person
_____	Paint interior doors	1 Crew
_____	Remove masking tape	1 Crew
_____	Clean brushes and equipment	All Crews
_____	Put away materials	All Crews

Quality Checkpoints

- _____ All baseboard, door casing and window sills/aprons are caulked completely and neatly
- _____ Exterior trim nail holes and joints have been filled
- _____ Wall paint even and covers all walls of house, including insides of closets
- _____ Door hinges and cabinets cleaned with Goof-Off, if necessary
- _____ All paint runs, drips, & roller ridges brushed or rolled out thoroughly before drying
- _____ All materials/tools cleaned, house straightened/paint consolidated

Painting Tool, Equipment & Material List

Tools Each Painting Crew Member Will Need

Safety Glasses
Water

Tools Each Paint Crew Will Need

Towel-Covered Broom
Old Socks for dusting
2 Drop Lights or Work-Room Lights

2' to 5' Ladders and benches
Plastic Wrap and/or Foil
Screw Driver

Pans and Brushes
Roller Extension Handles
Roller Frames
“Goof-Off” Solvent
5-Gallon Buckets
Trays and liners
Nail Set/Hammer
Phillips Screw Driver
Permanent Felt Marker
Caulk Guns
Utility Knife
2 Drop Cloths
1" Putty Knife
Roller Covers

Tools and Equipment Needed On Site

Twelve Gauge Drop Cord - (100')
Four-Way Electric Box

Material List

Interior Latex Primer
Exterior Latex Semi-Gloss Paint
Penetrol
Paint Thinner
Exterior Latex Primer
Latex Painter's Caulk
Interior Latex Paint
Standard Roller Covers
sand paper
painter's tape
plastic bags for storing brushes
Sponges

Painting Material Descriptions

Interior Latex Primer

An inexpensive sealer for ceiling, walls and trim used to reduce the amount of finish paint needed

Exterior White Semi-Gloss Paint

For painting exterior doors and trim. **Penetrol**

An extender for oil-based paints (if oil paint is used for exterior doors) **Paint**

Thinner

To clean brushes used for exterior door paint and polyurethane

Exterior Latex Primer

To seal exterior trim before caulking and painting **Latex**

Painter's Caulk

For filling cracks and joints between trim and drywall. **Interior**

Latex Wall Paint

Finish paint for interior walls and trim **Standard**

Roller Covers

To cover standard roller frames for rolling primer and paint on ceilings and walls **Easy-**

Mask Strips

For masking cabinets and vinyl flooring

General Instructions For Painting

Prime Painting

Remove Drywall Dust

Sweep the dust off the walls, with a towel- covered broom, paying special attention to the joints and the corners. (Drywall dust remaining on walls will make it hard for the primer to adhere, especially at these locations.)

Protect Shower Unit - “No Step”

Make sure the bath/shower unit is taped before starting to paint. Cover the tub area with cardboard or blueboard and write on it “NO STEP”. Tubs should not be used as step ladders. Ground in dirt will permanently scratch the soft fiberglass surface. Scratched fiberglass is unsightly and will be hard for the homeowner to keep clean.



A well protected shower unit.

“NO| JOB IS SO IMPORTANT THAT IT
CAN’T BE DONE SAFELY”

Wear eye protection, especially when using
rollers.

Painting Tips

When painting, dip the bristles only about a quarter of the way into the paint so as to minimize drips. Periodically stir the paint throughout the day and watch for paint “runs”. These should be smoothed prior to the paint drying.

Taking a Break - Rollers & Brushes

When you take a break while painting, or must lay aside a brush or roller for even a short time, wrap it in plastic wrap to prevent drying. This will keep it pliable and make it easier to wash. Roller covers can be wrapped in plastic and foil to keep for reuse, but, if left over night, they must be removed from the roller frames first.

The roller frames themselves must be thoroughly washed after use, to keep them in good working condition. Plastic grills should be washed or submerged in water.

Primer vs. Finish Paint

Primer is white. Habitat Charlotte’s finish paint is close to white. Make sure your crew does not mix them up. More than one house has been accidentally finish painted with primer. It is a good idea to have only one type of paint in the house at a time.

“Cutting in” Corners

Use a brush or paint pad for “cutting in” the corners where the ceiling and walls join. Brush 3" or 4" to either side of the corner to provide a stopping place when rolling the walls and ceilings. Cut in with a brush around the windows, doors, etc.



Cut-in with a brush where ceilings meet walls and in every corner. Brushing 4" to either side of the corner makes rolling the walls go much faster.

Roll Walls and Ceilings

Roll the ceilings with primer before rolling the walls. By adding an extension handle to a roller, the central portions of the ceiling can be painted without using a ladder.

Prime walls while waiting for the ceilings to dry. The wall corners should have first been cut in with a brush or a paint pad.

NOTE: When using a roller near the base of a wall, turn the bend in the handle toward the floor to protect the roller's cover from dust and dirt.



Prime around windows and corners with a brush.



Paint with roller handle near the floor to keep from picking up floor dirt on the roller.



Prime the ceilings. Use a roller extension.

Prime Interior Doors

Habitat prefers that doors be painted in place. Using tape and a razor knife to protect the hinges is necessary.



Paint doors in place.



Protect hinges with a neat taping job if doors are to be painted without being removed.



Neat tape jobs are worth the effort. To be at all helpful, tape should completely cover hinge and not overlap onto the door.

Some experienced crews prefer to prime the doors outside if weather permits. Remove hinges. To insure that doors are put back into their original positions, identify door locations by placing numbers in the hinge area of both door and jamb. Do not paint behind hinges. To keep from tearing the drywall and leaving marks on the walls, do not bring doors back into the house until walls and doors are completely dry.



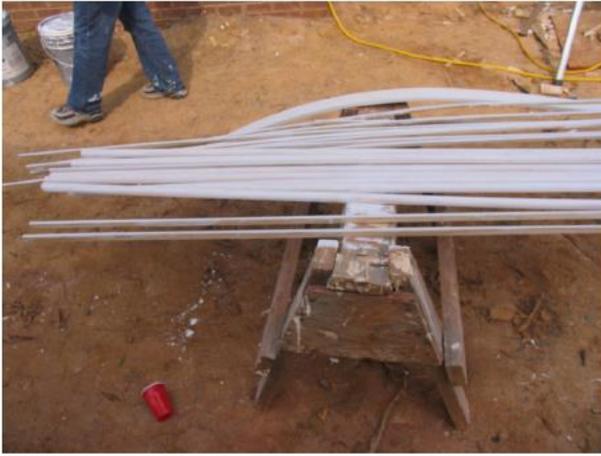
Prime doors using a roller. Habitat prefers that doors be painted in place, but if they are taken outside, remove hinges. Do not paint behind hinges.



Though Habitat prefers that door not be removed for painting, this is a neat job of not painting behind the hinges. Under the hinge is a good place to identify the door.

Prime Interior Trim

If interior trim is on the job site, it is a good idea to prime it at this time. Most likely the baseboard, casing, and window sills come preprimed. Shoe molding around cabinets will be stained.



Shoe molding and baseboard are primed outdoors when possible. After they dry, set aside for the interior trim crew.

Exterior Metal Doors - First Coat

Remove dust and dirt from exterior doors prior to painting. A cloth or sock works well.

Metal doors come pre-primed, but require two coats of finish paint to cover. To reduce drips and streaking assign this to a skilled painter. Use an exterior semigloss latex paint designed for use on metal doors, painting with a good quality paintbrush for a smooth finish. Follow the directions on the paint can. Under ideal conditions it will take about four hours for the paint to dry so this task should be started as soon as possible.

Weather stripping often comes stapled in place. Do not remove if that is the case. If it is removable, take care not to stretch it. Do not get paint on the weather stripping.



An old sock works well for getting drywall dust and dirt off the door.



Paint carefully around the construction lock. It is not necessary to remove or tape it when applying the first coat of paint.

Prime & Caulk Exterior Trim

Protect concrete and brick from exterior paint splatters and spills. It is time consuming and unnecessary to have to use muriatic acid to clean paint off of masonry.

Caulk the exterior doors' brick molding, crawl space door, and the porch posts. If nails have not already been set, use a nail-set to set them $\frac{1}{16}$ " to $\frac{1}{8}$ " below the surface. Nail holes should be filled with exterior caulk. Trim joints should be neatly caulked.

Prime the crawl space door, porch post and brick molding with exterior primer. Be careful not to get paint on the exterior door's weather stripping.



Protect masonry from drips and spills. On a windy day it will be worth the effort to tape plastic in place.



Prime the crawl space door. These hinges should not have been painted.

Paint Behind Kitchen & Bathroom Cabinets

On priming day, it is helpful to paint the finish coat of paint on walls which will hold the kitchen & bathroom cabinets. Finish ceilings in these rooms as well. This will keep the next painting crew from getting paint on the cabinets.



Scraping the floor free of drywall mud and trash will help the interior trim crew that is to follow. This is a good job for anyone with down time during painting.

Clean up Spills and Splatters

When necessary, Goof-Off®, a solvent available from paint stores, removes dried latex paint easily without damaging other finishes, such as pre-finished cabinets, factory-painted window frames, door hardware, counter tops, etc.

At the End of the Work Day

Care and Cleaning of Brushes and Rollers

In an effort to prevent paint from washing into storm sewers, Habitat stores brushes and rollers in airtight bags until the house is completely painted. Carefully wrap each brush in a plastic bag and use tape to completely seal the bag.

Tape over the bristles so that the brush will keep its form. Rollers can be bagged with pads remaining on their frames. Each roller and brush needs its own bag. This is a good way to recycle newspaper and grocery bags.

On the final painting day, the pads are discarded and the rollers and brushes are put in five gallon buckets of water to be cleaned after the solids have had a chance to separate. Place brushes such that the bristles keep their form.

Consolidate primer and paint into as few cans as needed and wipe paint out of the rims, before closing, to make a better seal with the lid. Make sure lids are tight on partially used cans and buckets. Do not leave paint in the roller pans.

Empty paint cans and buckets should be left with their lids off so they can dry out.

To prevent bristle tips from hardening after they have been washed, store brushes bristles up while drying.

Liquid Goof Off® can also extend the life of brushes by softening hard spots of paint so brushes can be washed thoroughly.



Brushes are not washed out after priming day. Wrap them in airtight bags and protect shape bristles with tape.



Roller pads stay on their frames and are wrapped airtight.

Oil Based Clean Up

Oil-based paint is not water soluble so, if it is used, DO NOT put these brushes in water, as this will prevent the paint thinner from cleaning effectively. Ideally, you can store the brush between short intervals of use, wrapped in foil/ plastic or suspended in a can of paint thinner.

When cleaning, use as little solvent as possible, and discard appropriately (do not pour it out on the ground!). You can pour a little solvent onto the brush and paint it out on some newspaper (where it can evaporate) until a small amount of solvent remains relatively clear when the brush is dipped into it. When clean, brush on an absorbent surface, such as newspaper or rags, until the brush is almost dry.

Finish Painting

Interior trim was installed after prime painting. It is now time to put on the finish coat of paint.

Painting Tips

When painting, dip the bristles only about a quarter of the way into the paint so as to minimize drips. Periodically stir the paint throughout the day and watch for paint “runs”. These should be smoothed prior to the paint drying.

Taking a Break - Rollers & Brushes

When you take a break while painting, or must lay aside a brush or roller for even a short time, wrap it in plastic wrap to prevent drying. This will keep it pliable and make it easier to wash. Roller covers can be wrapped in plastic and foil to keep for reuse, but, if left over night, they must be removed from the roller frames first.

The roller frames themselves must be thoroughly washed after use, to keep them in good working condition. Plastic grills should be washed or submerged in water.

Primer vs. Finish Paint

Primer is white. Habitat Charlotte’s finish paint is close to white. Make sure your crew does not mix them up. More than one house has been accidentally finish painted with primer. It is a good idea to have only one type of paint in the house at a time.

Masking and Protecting

Protect or remove everything that does not get primed or painted.

Protect counter tops with plastic. Protect fixtures with plastic.

Protect vinyl floors with a combination of drop cloths, butcher paper, and masking tape.

Tape Cabinets.

Ideally, cabinet walls were painted with finish paint on priming day. If not, use “Easy Mask” strips where cabinets or other unpainted surfaces abut surfaces to be painted. However, masking can produce less-than-perfect results when normal construction irregularities are encountered, when paint “bleeds” under the edge of the masking strips, or when the tape is left on too long and sticks. Be sure that the shower unit is protected.

A professional-caliber painter using a high- quality trim brush can quickly “cut in” the paint, creating a crisp edge wherever painted surfaces meet surfaces which are to remain unpainted, such as cabinets, counter tops, aluminum window frames, vinyl flooring, ceilings, etc. Less- skilled painters can then do the flat work with larger brushes or rollers.

Protect concrete and brick from exterior paint splatters and spills.



Make sure shower is still well protected.



Smoke detectors wear little caps during painting.

supervisor will make this decision. If keep the screws, hinges, and hinge pins in an easy to locate area.



Ideally, this wall would have had its finish coat of paint applied before the cabinet was installed. In this case, tape was used to protect the cabinet.



Carefully tape around window frames.

Protect Door Hinges

Door hinges should be neatly covered with masking tape or replaced with temporary hinges. The site replaced, consolidated



Protect hinges with a neat taping job if doors are to be painted without being removed.



Floor protection taped into place.



Neat tape jobs are worth the effort.



This volunteer keeps the roll of tape on her arm. She is very carefully taping off the hinges.

Prime Interior Trim

Ideally, interior trim was primed on the first painting day or came pre-primed. If not, use a brush to prime baseboard, door trim, and window stools and apron. Shoe molding that will go around stained cabinets will need to be stained.

Caulk and Trim

At the beginning of the day assign one or more crews to caulk. It is time consuming and must be done ahead of the finish coat. If crews paint before the caulking is complete, much of the caulking will get missed and caulk will show.

Use caulk to fill all nail holes in wood trim. An alternative is to use painters' putty or spackling and a 1" putty knife but Habitat has had better experience with painters caulk (due to yellowing and rough finishing).

Use a caulk gun to fill joints in wood trim. Wipe away excess caulk with a putty knife, damp sponge (rags get too dirty) or wet finger before it dries. Do not leave globs of caulk or beads that are noticeable.

Tip for smooth caulking: Cut a small angled hole in the end of the tube of caulk and coordinate the pressure applied to the caulk gun and the speed at which the gun is pulled ahead of the bead.

This takes practice.

Caulk the following areas:

- Along joints and top of baseboard
- Around window and door trim
- All set nails.
- Edges of countertops and vanity tops
- Where bathtub meets floor and walls (silicone)*
- Where J-bead meets the windows
- Exterior door trim
- Around the front porch beam and around the air conditioning pipe (silicone)*

* Silicone caulk is often used in bathrooms because they are damp, but it cannot be painted. Keep this in mind when you select caulk.



If using spackling to fill nail holes (vs. caulk), it is very important to leave no lumps as it is hard to improve a rough spackling job. Habitat prefers caulk.



Use caulk to fill joints in and between wood trim.

Painting Walls, Ceilings, and Interior Trim

The sequence for finish painting is the same as for priming. Ceilings and walls and trim are painted with the same interior latex paint.

Cut in 4" around the edges of all ceilings and walls, around doors and windows with a brush or a paint pad.

Roll a finish coat of latex paint on walls (see Priming section of this manual) and brush paint on woodwork.



Before rolling walls with finish paint, cut in corners about 4".

“NO JOB IS SO IMPORTANT THAT IT CAN’T BE DONE SAFELY”

Use a **ladder** that will reach the work. Move the ladder with your work. Place ladders and scaffolding on solid footing. Do not place objects on the tops of ladders.

Keep the entire work area, inside and out, **free of trip and fall hazards.**



Roll ceilings with finish paint.

Painting Interior Doors

Hard board interior doors will be painted with the same process as used on interior walls. Doors do not absorb paint so use three light coats for better coverage. The hinges should be neatly protected with tape. To get a neat taping job it is necessary to use a razor knife. Do not paint the hinges.

Some crews prefer to paint doors off their hinges. Habitat has had trouble with this technique and advises that the finish coat be painted with doors in place.

Paint Exterior Trim and 2nd Coat Exterior Doors

Protect concrete and brick from exterior paint splatters and spills. It is time consuming and unnecessary to have to use muriatic acid to clean paint off of masonry.

Paint finish coat on exterior trim and doors with exterior latex semigloss paint.

Metal doors come pre-primed, and should already have had one coat of finish paint applied. Both sides of the door are painted with latex semigloss exterior paint. To reduce drips and streaking assign this to a skilled painter. Paint with a good quality paintbrush for a smooth finish. Follow the directions on the paint can for details. Under ideal conditions it will take about four hours for the paint to dry so this task should be started as soon as possible because the house will need to be locked up at the end of the day.

Weather stripping often comes stapled in place. Do not remove if that is the case. If it is removable, take care not to stretch it. Do not get paint on the weather stripping.

Oil Base Note: If the exterior paints are oil- based, they will need to be mixed with Penetrol®, according to package directions, to extend the paint and help it go on smoothly. You will need to use paint thinner or mineral spirits to clean brushes and rollers if oil paint is used. Brushes used for oil paint should be kept separate from brushes used for latex.



Protect masonry from drips and spills. On a windy day it will be worth the effort to tape plastic in place.



Finish coat of exterior paint has been applied to the porch posts. Notice, there are no splatters on the concrete!

Remove Tape

Remove tape and other protective material that is no longer needed. Paper and plastic on bath, countertops, and flooring should remain in place.

Clean up Spills and Splatters

After each room is completed, use a Goof-Off® type product, (a solvent available from paint stores), to remove dried latex paint easily without damaging other finishes, such as pre-finished cabinets, factory-painted window frames, door hardware, counter tops, etc.

At the End of the Work Day Care and Cleaning of Brushes and Rollers

In an effort to prevent paint from washing into storm sewers, Habitat stores brushes and rollers in airtight bags until the house is completely painted. Carefully wrap each brush in a plastic bag and use tape to completely seal the bag.

Tape over the bristles so that the brush will keep its form. Rollers can be bagged with pads remaining on their frames. Each roller and brush needs its own bag. This is a good way to recycle newspaper and grocery bags.

On the final painting day, the pads are discarded and the rollers and brushes are put in five gallon buckets of water to be cleaned after the solids have had a chance to separate. Place brushes such that the bristles keep their form.

Consolidate primer and paint into as few cans as needed and wipe paint out of the rims, before closing, to make a better seal with the lid. Make sure lids are tight on partially used cans and buckets. Do not leave paint in the roller pans.

Empty paint cans and buckets should be left with their lids off so they can dry out.

To prevent bristle tips from hardening after they have been washed, store brushes bristles up while drying.

Liquid Goof Off® can also extend the life of brushes by softening hard spots of paint so brushes can be washed thoroughly.

Oil Based Clean Up

Oil-based paint is not water soluble so, if it is used, DO NOT put these brushes in water, as this will prevent the paint thinner from cleaning effectively. Ideally, you can store the brush between short intervals of use, wrapped in foil/ plastic or suspended in a can of paint thinner.

When cleaning is necessary, use as little solvent as possible, and discard it in a safe way, properly sealed and taken to the appropriate disposal agency (do not pour it out on the ground!). You can pour a little solvent onto the brush and paint it out on some newspaper (where it can evaporate) until a small amount of solvent remains relatively clear when the brush is dipped into it. When clean, brush on an absorbent surface, such as newspaper or rags until the brush is almost dry. Store brushes bristle side up.

Painting Appendix

Exterior Doors - Oil Base Paint

If the exterior paints are oil-based, they will need to be mixed with Penetrol®, according to package directions, to extend the paint and help it go on smoothly. You will need to use paint thinner or mineral spirits to clean brushes and rollers if oil paint is used. Brushes used for oil paint should be kept separate from brushes used for latex.

**“NO JOB IS SO IMPORTANT THAT IT CAN’T
BE DONE SAFELY”**

Think & concentrate on your task.

Speak up if something looks unsafe. An observer can spot danger quicker than a worker.