

Messiah University  
Painting by Departments Policy  
June 2024

Policy:

1. Employees may request permission from the Vice President for Operations to paint a departmental space, including employee offices, by submitting an email request to [operations@messiah.edu](mailto:operations@messiah.edu). Permission will be granted on a case-by-case basis based upon the University's expectations for each space, the difficulty expected in completing the painting properly, and the size/scope of the project.
2. Color selections must be provided for approval by the Vice President for Operations.
3. Coordination of purchasing paint is to be coordinated with the Facility Services Project Manager.
4. The department is responsible for the cost of paint and supplies if the is not deemed necessary (ie. Just want a different color).
5. Supervisors may not volunteer employees to paint spaces, and painting cannot be assigned as a project to employees unless it is included as a specific element of the existing job description. Only positions in facilities maintenance may include painting as a regular duty. Any hourly employee who volunteers to paint his/her space must be paid for all of his/her time spent on the painting project, including overtime as necessary.
6. Prior to the start of work the Project Manager will meet with the people involved in the project and give instruction on spackling holes, prepping the surfaces and taping off trim.
7. The following must be followed regarding safety:
  - If ladders are to be used during the painting, you must first review Section 13, Ladders in the Safety Manual. [Http://www.messiah.edu/documents/hr/compliance/safety\\_manual.pdf](http://www.messiah.edu/documents/hr/compliance/safety_manual.pdf)
  - Only step ladders should be used for painting by employees who are not professional painters or maintenance personnel.
  - Do not paint walls over 8 feet in height
8. Departments are responsible for all prep and cleanup of the areas. Protection of floors and furniture must be taken.
9. The Department re