

**SELF HELP – PAINTING REQUEST**

All requests for self-help painting received from university departments or other units shall include the information requested below and approval signatures from the following:

1. Department authorized signature.
2. Facilities Services Maintenance and Construction Director or authorized representative.
3. Environmental Health and Safety Director or authorized representative.

Project/ Work Order:					
Building:					
FS Contact:					
<i>Self Help Location Details</i>					
Dept. Contact :		Phone:		Email:	
Fax:		Zip:		Room #'s:	
<i>Work Considerations</i>					
Answer the following questions, if you answer “Yes” to any of the following questions, then additional information, coordination, or action may be required. Please be as specific as possible concerning locations and affected building materials.					
Yes	No	Question			
<input type="checkbox"/>	<input type="checkbox"/>	1. Will you be removing anything from the walls that is screwed into or otherwise attached to the walls? If yes, describe:			
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you need to patch any holes in the walls prior to painting? If yes, describe:			
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you plan to sand or scrape areas prior to painting? If yes, describe:			
<input type="checkbox"/>	<input type="checkbox"/>	4. Once the wall is painted, will you be attaching anything back to the wall? If yes, describe:			
<input type="checkbox"/>	<input type="checkbox"/>	5. Are there fire alarm detectors or sprinkler heads in the room? In general, ceilings are not to be painted.			
Yes	No	6. Painting requires safety training and hazard communication. EH&S should be contacted when painting projects require work from heights of 10 feet or greater above the ground or floor. Does each person involved in the activity have the necessary training and has confirmed the following:			
<input type="checkbox"/>	<input type="checkbox"/>	a. Two hour in-person Asbestos Awareness Training Note: Contact Matt McKibbin at <a href="mailto:mrmckibbin@wsu.edu">mrmckibbin@wsu.edu</a> to schedule in-person or Zoom/Teams training			
<input type="checkbox"/>	<input type="checkbox"/>	b. They have a copy of the facility asbestos and lead Good Faith Survey available			
<input type="checkbox"/>	<input type="checkbox"/>	c. If Ladders are needed, Ladder Safety training is required			
<input type="checkbox"/>	<input type="checkbox"/>	d. Chemical Hazard Communication information must be available onsite e.g. Safety Data Sheets			
<input type="checkbox"/>	<input type="checkbox"/>	e. Personal Protective Equipment and hazard assessments (for any PPE required) is available as needed			
<input type="checkbox"/>	<input type="checkbox"/>	f. Review of manufacturers’ manual for any power tools used and all safeguards and electrical cords in good condition			
		7. What type of paint will be you be using? Depending on the VOC levels, you may need to contact HRS Disability Services to determine if there are any chemically sensitive individuals in the building that may be adversely affected. Use of low VOC latex paints is generally advisable.			

**The Department or unit requesting to do self-help painting must agree to the following conditions:**

1. All individuals involved in the painting activity are properly trained (outlined above).
2. All costs of materials will be funded by the Department. If Facilities Services assistance is required in any way, all associated time, materials and equipment are billable to the Department.

- 3. In some locations, walls may contain asbestos related materials. If you answered "Yes" to questions 1, 2, 3 or 4 above, a Good Faith Survey of the surfaces in question will be necessary. The university has conducted testing in most facilities on campus and may have data that can be referenced without sampling. However, if sampling of a new surface is required, it is a billable expense, and cost will depend on the number of locations requiring evaluation.
4. Scaffolding use requires a scaffolding competent person. Elevating work platforms, e.g. scissor lifts, boom lifts, require additional training and certification. Working at heights above 10 feet if not performed from a ladder, scaffold or lift requires a fall protection competent person. When working from ladders, use a safety belt and lanyard whenever work requires the use of both hands or when working 25 feet or more above the ground or floor. If scaffolding is required, then the self-help painting may not be approved.
5. Adjacent surfaces, furniture, and other equipment must be protected. Spills or splatters should be cleaned immediately. Clean up of areas not properly protected or cleaned will be a billable expense to the department.
6. Paint materials will be properly cleaned and disposed. Brushes or rollers are not to be cleaned in restroom sinks. When using latex paint, it is permissible to clean brushes and rollers in a utility sink. Solvents used for cleaning paint or painting equipment must be collected as dangerous waste. Submit a chemical collection request to EH&S for any unused paint, solvents or solvent waste. Dry latex paint may be disposed as trash.
7. Approved paint colors are listed on the bottom of this form. If an alternate paint color is used, contact Facilities for pre-approval or the Department may be responsible for restoring the room to an approved paint color when the space is returned to the University for reassignment. The department may opt to use the self-help process (with a new request form) or by submitting a work request to Facilities Services and providing departmental funding.

All of the information provided above is correct and as an authorized representative of the department I agree to the conditions noted.

Department Authorized

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Facilities Services Maintenance and Construction Director Approval

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Environmental, Health and Safety Director Approval

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved Pullman Campus Colors:

Sherwin Williams "Snowbound" is an acceptable white. For other off-white colors, departments are encouraged to conduct a paint match to the existing wall color

Approved accent wall colors include: Sherwin Williams Custom color "The Only Crimson" MCC 718-14 Sherwin Williams 9162 - African Gray Sherwin Williams 7074 - Software Sherwin Williams 7076 - Cyberspace