**PAINTING AND DECORATING**

 **GENERAL**

 **Redecorate/touch up/make good**

001 Note that “redecorate/touch up” or “make good decoration” includes preparation, priming, one undercoat and either one gloss coat to previously painted surfaces or reinstating any stain or clear finish for previously stained or clear finish surfaces.

 **MATERIALS**

 **Generally**

002 Obtain undercoats and finishing coats for an individual surface from the same manufacturer.

003 Ensure paints are delivered to the Property in sealed containers as received from the manufacturer and no labels are removed or painted out. Use the paint without adulteration.

004 Under no circumstances thin paint supplied by the manufacturer unless the Client’s Representative Approves this. When such Approval has been granted, carry out thinning with thinners provided by the manufacturer.

005 Execute painting in shades Approved by the Client’s Representative. Submit samples of tints before ordering Materials. Ensure each coat of paint approximates to the finished shade, and where certain tints are recommended by the manufacturer, they are used.

006 Provide samples of Materials to the Client’s Representative for Approval in sample tins filled 7/8 full after the contents of the container or kettle have been thoroughly stirred and mixed. Record all relevant details of the Materials sampled.

007 Immediately remove any unsatisfactory Materials from the Property and make good any Works executed with such defective Materials.

008 Note that the Rates include for the use of varied colours in the Works and for the execution of sample patches, as required by the Client’s Representative.

009 Use water based paints where appropriate.

 **Knotting**

010 Use a best quality shellac knotting compound, dissolved in methylated spirits. Cover all knots and resinous parts.

 **Stopping**

011 Ensure stopping for:

* plasterwork - is a plaster based filler;
* concrete, rendering or brickwork - is of similar material to the background and is finished with a similar texture;
* internal woodwork, hardboard, fireboard and plywood - is putty and is tinted to match the colour of the undercoat;
* external woodwork – is linseed oil putty or another proprietary filler recommended for external use, Approved by the Client’s Representative and tinted to match the colour of the undercoat; and
* clear finished woodwork - is tinted to match the surrounding woodwork.

 **Primer for alkaline surfaces**

012 For alkaline surfaces use a special primer obtained from the maker of the undercoat and finishing coat.

 **Primer for iron and steelwork**

013 Prime iron and steelwork with a primer recommended for those surfaces by the manufacturer of the subsequent finish coats.

 **Primer for galvanised iron and steelwork**

014 Prime galvanised iron and steelwork with a primer that is compatible with the subsequent finish coats. Pretreat new galvanised surfaces with a mordant solution before priming.

 **Primer for hardboard**

015 Where hardboard is not factory primed or sealed, use a suitable primer obtained from the maker of the undercoat and finished coat.

 **Primer for woodwork**

016 For woodwork, use a finishing ready‑mix primer obtained from the maker of the undercoat and finishing coats.

 **Primer for oily or resinous timbers**

017 For British Columbia pine (Douglas fir) or other oily or resinous timber, use an aluminium based priming paint not darker than BS 4800 Colour 00A01 Approved by the Client’s Representative which is compatible with the subsequent coats and obtained from the same manufacturer.

 **Primer for stains**

018 For stain finishes, use a primer recommended by the manufacturer of the respective stain finish.

 **Stabilising sealer**

019 Use a type and make of stabilising sealer recommended by the manufacturer of the undercoat and finishing coat.

 **Chemical stripper**

020 Ensure chemical paint stripper is water soluble.

 **Anti fungal solution**

021 Ensure an anti fungal solution is appropriate to the surface being treated and is used in accordance with the Pesticides Safety Precautions Scheme (3.2/160).

 **PREPARATION OF SURFACES**

 **Preparations**

022 Thoroughly prepare all surfaces to a high standard of preparatory work. Note that "prepare" used in the Schedule of Rates includes all Works described below including washing down, priming and painting extra coats but excluding paint removal.

023 Report any necessary paint removal to the Client’s Representative and agree the extent of this with the Client’s Representative before starting this Work. Note that no payment will be made for paint removal unless this is done.

024 Apply a liberal brush coat of water repellent timber preservative conforming to Building Establishment Technical Note No. 24 (or European equivalent) to existing bare non-durable timber surfaces. Allow adequate time for this to dry before overcoating.

025 Rub down previously painted surfaces in good condition with abrasive paper. Fill cracks as described. Subject to Paragraph 023, remove existing paint in poor condition completely using a non‑caustic paint remover Approved by the Client’s Representative.

026 Treat stains on the ceiling before decoration to prevent them bleeding through subsequent decorative coatings.

027 Use tinted undercoats if the Client’s Representative so Instructs.

 **Approval**

028 Where specified, obtain the Approval of The Client’s Representative to the preparation of surfaces before applying any coating.

 **Stopping**

029 Where stopping is referred to in this Section, use the appropriate stopping as described in the Materials Section.

 **Burning off**

030 Burn off and rub down to remove paint from wooden surfaces. Fill in cracks, knot, prime and stop woodwork so exposed all as described for new work, rub down with fine abrasive paper and apply one additional undercoat before painting as specified.

 **Plaster, render, concrete and brickwork**

031 Remove plaster or mortar splashes from the decorated surfaces by scraping. Stop all holes, cracks, etc. Brush down the whole surface to remove dust and loose material. Remove all traces of mould oil by scrubbing with water and detergent and rinsing with clean water to remove all detergent.

032 Allow plaster surfaces to dry out completely before decorating.

033 Remove efflorescence first by wiping dry with a dry course cloth and then with a damp cloth. Leave the surfaces for 48 hours to see if efflorescence has ceased and clean the surfaces to remove dirt, dust, etc.. Allow the surfaces to dry out thoroughly before painting is commenced. When efflorescence has occurred or is suspected, defer painting as Instructed by the Client’s Representative.

034 Cut out loose and defective rendering and make good before redecoration. Stabilise existing surfaces to be redecorated with an stabilising agent Approved by the Client’s Representative that is compatible with the paint finish.

 **Plasterboard to receive direct redecoration**

035 Finish the joints in plasterboard ceilings to receive textured decorative finishings as described in the ‘Plasterwork and other floor, wall and ceiling finishes’ Section.

 **Iron and steel**

036 Remove rust, mill scale, welding slag and flux residue from iron and steel surfaces by wire brushing, scraping, hammering, flame cleaning, etc.

 **Previously painted metalwork**

037 Thoroughly clean down all paintwork which is in sound condition and rub down with abrasive paper. Remove small areas of defective paint and all rust and loose scale by chipping, scraping and wire brushing back to clean metal. Prime the metal so exposed immediately after preparation with one coat of primer and apply one additional undercoat before painting.

038 Remove large areas of defective paint by using an non-caustic stripper Approved by the Client’s Representative or by chipping, scraping and wire brushing back to clean metal. In all cases where rust is apparent, scrape the rusting section and a sufficient area around it clean of all paint and rust and coat it with an rust inhibiting primer Approved by the Client’s Representative in addition to the priming coat described.

 **Defective putties**

039 Hack out defective, cracked or uneven putties to glazing, prepare and prime the rebates as required and make good the putties before any painting is carried out. Allow putties to form a hard skin before painting.

 **Hardboard**

040 Remove dirt and grease from hardboard surfaces. After priming ensure all nail holes and other imperfections are stopped.

 **Plywood**

041 Prime surfaces of internal plywood before painting with one coat of primer, filled as required with a plastic based filler. Rub and dust down and apply a second coat of primer.

042 Prime surfaces of external plywood before painting with one coat of primer, filled with a filler tinted to match the colour of the undercoat. Rub and dust down and apply a second coat of primer. After final priming ensure all imperfections are stopped, rubbed down and brushed off.

 **Woodwork to be painted**

043 Before fixing woodwork, rub down surfaces that will be visible after fixing. Scorch back excess resin from live knots and resin pockets. Coat all knots and resinous areas with fresh knotting. Prime all surfaces, ensure all nail holes and other imperfections are stopped. Rub down the whole surface and brush off all dust before the undercoat is applied.

 **Previously painted woodwork**

044 Wash down thoroughly with sugar soap all paintwork which is in sound condition. Rub down to a smooth surface with an abrasive paper Approved by the Client’s Representative. Rinse well with clean water and allow to dry. Fill in cracks, etc., as described for new woodwork.

045 Remove small areas of cracked or defective paint by carefully scraping back to a firm edge. Knot, prime and stop woodwork so exposed as described for new work. Sand with fine abrasive paper and apply one additional undercoat before painting as specified.

046 Apply a liberal coat of brush applied water repellent timber preservative conforming to Building Research Establishment Technical Note No. 24 (or European equivalent) to bare existing non-durable timber surfaces or surfaces with defective areas of paint film. Allow adequate time to dry before overcoating.

 **Woodwork to receive a clear finish**

047 Stop holes and other imperfections in surfaces that are to receive a clear finish. Rub down the whole surface and brush off all dust.

048 Prepare existing varnished surfaces in sound condition by cleaning down with an detergent Approved by the Client’s Representative and thoroughly rinsing them.

049 Strip and revarnish existing varnished surfaces in unsound condition.

 **Woodwork to receive stain finish**

050 Prepare previously treated and untreated surfaces that are to receive a proprietary stain finish in accordance with the manufacturer's instructions.

 **WORKMANSHIP**

 **Paint**

051 In order to eradicate any unauthorised addition of thinners or driers, or other adulteration of paint:

* give adequate supervision during the painting work to ensure that paint is not adulterated;
* note that if cases of unauthorised or excessive thinning or other adulterations are discovered, the Client’s Representative will usually exercise the power contained in this Contract to require the removal of the Staff members concerned;
* ensure a notice is exhibited drawing the attention of Staff to the Client's requirement to use paint as supplied by the manufacturer and the consequences of a breach of this requirement; and
* note that similar requirements will apply to Subcontractors.

 **Stirring of Materials**

052 Thoroughly stir the contents of all cans and containers of Materials before and during use. Suitably strain them as and when necessary.

 **Brushwork**

053 Apply coatings by brush or roller. Use sprays only with the prior Approval of the Client’s Representative.

 **Priming of glazing beads**

054 Prime and stain glazing beads, rebates and the backs of beads at the same time as priming and staining the window frames.

 **Condition of priming**

055 If the priming has in any way deteriorated or has been damaged by the time of the first undercoat, rub down and reprime the affected portions, or the whole if necessary. Where required, touch up with the same priming paint or equivalent all articles, such as the windows, that were primed by their manufacturers.

 **Coatings to be dry**

056 Allow coatings to dry thoroughly for the time specified by the manufacturer before applying succeeding coats.

 **Painting windows/doors**

057 Do not paint windows or doors in the closed position.

 **Rubbing down**

058 Rub down or denib undercoats for paints and clear finishes to a smooth surface with abrasive paper. Remove all dust before the succeeding coat is applied.

 **Differing colours of undercoats**

059 Ensure each succeeding coat of priming and undercoating paint is sufficiently different in colour to be readily distinguishable.

 **Unsuitable conditions**

060 Do not apply coating:

* to surfaces affected by wet, damp, foggy or frosty weather or other unsuitable conditions;
* to any damp surface; or
* in temperatures below 50 Centigrade.

**Protection of wet surfaces**

061 Take adequate care to protect surfaces whilst still wet, by the use of screens and 'wet paint' signs where necessary. Take responsibility for any damage which may be caused by or through wet paint.

 **Damage to adjoining surfaces**

062 Take care not to damage or stain other Works when storing Materials, preparing surfaces, or applying paint or stains. Remove all such stains, making good the stained surface and touching up any paintwork disturbed.

 **Cleanliness**

063 Keep brushes, tools and equipment clean. Keep surfaces clean and free from dust during the painting processes. Do not carry out painting in the vicinity of other operations which might cause dust. Provide a suitable movable receptacle into which all liquids (including slop washings) are placed. Ensure this is not tipped down any of the gullies, manholes, sinks, basins, water closets or any other sanitary fittings. Remove all solid refuse or inflammable residues from the Property.

 **Removal of ironmongery**

064 Remove surface fixed ironmongery, fittings and door/window furniture (except hinges) before painting and refix them on completion.

 **Radiators**

065 Take down radiators to allow the proper decoration of the surfaces behind. Refit the radiators and refill the systems including inhibitor and balance if required.

 **Protection of furniture**

066 Protect all furniture and fittings, use dust sheets and remove items such as curtains before commencing the Works. Rehang or reinstate on completion of the Works.