**Painter’s Checklist**

| **Note**: Place a check mark ( ) beside each item you clean/paint. Also, let the Manager know if sheetrock, doors, or wallpaper need repairs, before you start painting.  Community: Apartment No.:  Date Assigned: Assigned To: | | | | |
| --- | --- | --- | --- | --- |
| **Walls/Ceilings:** | | **All Other Doors/Shelves/Baseboards:** | | |
|  |  |  |  | |
|  | Drop cloth where needed |  | Drop cloth where needed | |
|  | Remove light globes, wall plates, etc. |  | Dust off shelves | |
|  | Paint ceiling (if Manager says to paint) |  | Sweep around baseboards | |
|  | Cut in around A/C vents (unless told to paint them) |  | Paint shelves – top & bottom | |
|  | Replace light globes, wall plates, etc. |  | Paint baseboards | |
|  | Clean paint from windows, drape/blind hardware, etc. |  | Paint doors (both faces, sides, top, bottom) | |
|  |  |  | Clean paint from door hardware, etc. | |
|  | | | | |
| Other: | | | | |
| **Kitchen:** | | **Bathroom 1-2:** | | |
|  |  | (1) | (2) |  |
|  | Drop cloth where needed |  |  | Drop cloth where needed |
|  | Remove wall plates, light globes |  |  | Paint ceiling (if Manager says to paint) |
|  | Paint ceiling (if Manager says to paint) |  |  | Paint Walls |
|  | Paint Walls |  |  | Paint Doors |
|  | Paint Doors |  |  | Paint A/C Access Door |
|  | Paint pantry shelves – top & bottom |  |  | Paint linen closet shelves – to & bottom |
|  | Paint cabinets (if painted & Manager says to paint) |  |  | Paint cabinets (if painted & Manager says to paint) |
|  | Sweep around baseboards |  |  | Sweep around baseboards |
|  | Paint baseboards |  |  | Paint baseboards |
|  | Clean paint from wallpaper, cabinet work, countertops, light fixtures/outlets/switches, door hardware, tile or vinyl floor sinks |  |  | Clean paint from wallpaper, cabinet work, tub shower walls, shower doors, rods, hardware towel bars, sink, counter tops, mirrors, tub, toilet, light fixtures, outlets, outlet covers, door hardware, tile/vinyl floor |
|  | Replace wall plates, light globes, etc. |  |  | Replace wall plates, light globes, etc. |
|  |  |  |  |  |
| Other: | | | | |
| **Outside Utility Room:** | | **General:** | | |
|  |  |  |  | |
|  | Drop cloth where needed |  | Wipe down & paint outside face of front door (if Manager says to paint) | |
|  | Paint ceiling (if Manager says to paint) |  | Paint fireplace & mantle (if Manager says to paint) | |
|  | Paint Walls |  | Do not paint electric panels or other metal surfaces unless directed by the Manager and if so, clean off dust & use wire brush before painting | |
|  | Dust & paint shelves |  | Do not pour paint directly in sinks, tubs, commodes, etc. | |
|  | Paint Doors |  | Clean all paint, etc., throughout apartment | |
| Other:  Painter’s Signature: Date: | | | | |

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