**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:  |

IREMFIRST Disclaimer Statement

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.