Interior Painting Projects (under $25k)

Click the following link to view a list of painting vendors that have been vetted for compliance with the University Painting Specifications and compliance with the “Public Works” Department of Industrial Relations (DIR) requirements: http://www.fm.uci.edu/files/units/Painting.pdf

**Note:** Contact Facilities Management (949.824.5444) for interior paint jobs over $25k or for any exterior paint jobs.

1. Call any vendor on the approved list. Your Building Facility Manager is available to provide recommendations. You may contact just one vendor or more if you prefer in order to get comparative quotes.

2. The paint vendor will make an appointment to visit the space & inquiry about your timeframe.

3. Be prepared to address question such as:
   a. What type of finish do you want (matte, glossy, flat, etc.)
   b. How large is the area/ how many offices?
   c. Would you like the doors painted? Both sides?
   d. Do you want all the same color or do you want an accent wall?
   e. Is there furniture to move?
      i. Do you want the painter to do this?
      ii. If so, will they charge a fee? (Most will move regular-sized furniture to the middle of the room and cover it at no charge)
   f. Are there items on the walls (pictures, shelving, etc.) that need to be removed?
      i. Do you want the painter to do this?
      ii. If so, will they charge a fee? (Most will move regular-sized items.)
      iii. Are these items fragile and thus require special storage?
      iv. Will there be any wall repair needed before the painting is done?
         1. If needed, the vendor should include the cost in their quote.
   g. What is the timeframe when you need this work completed?
      i. Can it be done during normal working hours?
      ii. If after normal working hours or over the weekend, expect to pay a premium upcharge.
      iii. How will the vendor gain access to the space? An employee may need to be here to unlock/relock the building.
   h. Do they need help identifying where to park?
      i. Transportation & Distribution services can assist if needed
      ii. Most painters already have a vendor permit.
      iii. They can also purchase a day pass from the Kiosk

4. The paint vendor will send you a written quote. (Via email is fine)
5. Complete a KFS requisition and upload the quote in the Notes and Attachment tab. Wait until an approved PO is generated from procurement.

6. Procurement staff will contact you if that are any issues. Once the PO is approved, call the paint vendor and schedule the job.

7. Per the practice of your building, notify adjacent offices/floors to anticipate painting in their area. Although our approved painters use South Coast Air Quality Management District (SCAQMD) compliant low-VOC materials (e.g., paints, sealants, etc.), some employees may have sensitivities. Provide your contact information on the notification so occupants with particular concerns can reach you. You may need to re-schedule work after hours.
   a. Modify the Notice of Work sign with applicable information.

8. Painters should not leave extra paint behind. The odds of needing it are low and are outweighed by the eventual cost of disposal.

9. Upon job completion, if the painters leave a mess or don’t meet your needs, notify Procurement of your concerns and they will be addressed them appropriately.

**UCI CONTACTS**

Stephan Fedele  
Facilities Management  
Superintendent, Building Maintenance, Signs, Paint and Roofing  
sfedele@uci.edu  
949.824.4153

Amy Provorse  
Facilities Management  
Assistant Director, Skilled Trades & Construction Services  
aprovors@uci.edu  
949.824.4589

Procurement Services  
procurement@uci.edu  
(949) 824-6516