



Gilmore Painting & Decorating, Inc.

Preparation for Interior Painting

Our commitment to help make this painting experience with Gilmore Painting and Decorating begins with this checklist. We know you'll have questions and this list may help to answer a few of them.

Schedule (a week prior to painting)

1. Select your colors for each of the areas being painted.
 - You may visit a paint store to assist you in this process or
 - We can help with our ideas, knowledge and tools or
 - Interior Designers (with credentials) are great resources
2. Look over the Client's "To Do" List and circle what needs to be done.
 - You may have to get some packing materials (boxes, tape, marker)
3. Determine where your belongings can reside during the project (spare room)
4. Arrange for drapery / curtain / blind cleaning and perhaps the carpets afterwards.

Client's "To Do" List

- ✓ Remove your pictures / cover plates from the walls
- ✓ Move your smaller valuables from the area (table lamps, urns, plants)
- ✓ Box up the books on the book shelves *
- ✓ Closets need to be emptied *
- ✓ Clean-out the kitchen cabinets*
- ✓ Towels, rugs and accessories in the powder rooms *
- ✓ Remove your china from the top portion of the cabinet *
- ✓ Remove the curtains and draperies or send them to the cleaners *
- ✓ Unplug computers, stereo, phones and other such electronic equipment
- ✓ Secure the Grandfather clock weights or remove from the area *
- ✓ Disable alarm system if needed for access
- ✓ Make arrangements for the children, pets and plants

* Only if we're painting those areas / items

We "Can Do" List

(based on an hourly rate of \$45.00)

- ✓ Vacuum floors, trim and other flat surfaces before painting begins
- ✓ Remove & rehang curtains / drapes / blinds (we only assume negligent damage)
- ✓ Remove / replace electrical cover plates

We "Do" List

- ✓ Move large furniture items to the center of the room and protect
- ✓ Cover all flooring with drop cloths
- ✓ Leave touchup paint in small, labeled cans for your convenience
- ✓ Thorough cleanup of the premise prior to calling the project "finished"