



SCDC POLICY/PROCEDURE

NUMBER: ADM-13.02

TITLE: RECURRENT PAINTING

ISSUE DATE: *May 6, 2015*

RESPONSIBLE AUTHORITY: DIVISION OF FACILITIES MANAGEMENT

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-13.02 (March 1, 2008); (May 1, 2002)

RELEVANT SCDC FORMS/SUPPLIES: 21-3, 21-4, 21-5

ACA/CAC STANDARDS: 4-ACRS-1A-06, 4-4145, 4-4146, *4-4215*

STATE/FEDERAL STATUTES: NONE

PURPOSE: To establish uniform guidelines for the administration and management of a recurrent painting program at all institutions and buildings operated by the South Carolina Department of Corrections (*SCDC*).

POLICY STATEMENT: To promote fiscal responsibility and to ensure that all institutions and buildings owned and/or operated by the SCDC are maintained in compliance with health, sanitation, and building codes and regulations, and other applicable standards, the SCDC will implement and manage a recurrent painting program. (4-ACRS-1A-06)

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SPECIFIC PROCEDURES:

1. PAINTING:

1.1 The Division Director of Facilities Management/designee will be responsible for the establishment, utilization, and management of a painting program. This program will be designed to monitor all painting projects within the SCDC and will incorporate the most cost effective approach. (4-ACRS-1A-06)

1.2 *Painting within SCDC will be requested on an as-needed basis.*

1.3 Some painted areas may not require *immediate* painting *when requested* and may be extended for a longer period of time at the discretion of the Division Director of Facilities Management or designee.

1.4 Paint requests for special projects will be addressed on a case-by-case basis.

2. INITIAL REQUESTS FOR PAINT:

2.1 Initial requests for paint will be submitted by the Warden or designee to the Division Director of Facilities Management or designee using SCDC Form 21-3, "Paint Request." (**NOTE:** One (1) copy of this form should be kept by the Warden or designee and all the remaining copies should be sent to the Division of Facilities Management.)

2.2 Upon receipt of SCDC Form 21-3, "Paint Request," the Division Director of *Facilities* Management *or* designee will, as soon as practical, *determine* if painting is justified.

2.3 If the staff member(s) from the Division of Facilities Management approves the request, s/he will *open an institutional work order for that particular job. S/he will* enter *the Work Order number and* the approval information on the SCDC Form 21-3, "Paint Request." One (1) copy of this form (showing the approval information) will be maintained by the Division Director of Facilities Management or designee and one (1) copy will be sent back to the appropriate institution. Upon receipt of the approved SCDC Form 21-3, institutional personnel will enter the appropriate information into the automated Work Order System: *utilizing the Work Order opened by the Division Director of Facilities Management or designee.*

3. PAINT COLOR SELECTIONS: Paint color selections will be limited to the following:

Institutional Colors:

- Apple Peel - #CW030W
- Ceiling White - #624D

Kitchen Colors:

- Apple Peel - #CW030W
- Iceland Blue - #7550W
- Ceiling White - #624D

Trim Colors: (Choice of approved trim color is left to the institution head. If any deviation from those listed below is requested, the color must be approved by the *Deputy* Director of Programs and Services and the *Deputy* Director of Operations/Designee.)

- Venetian Blue - #7054M
- Downing Slate - #8523M
- Mocha Brown - #8726N
- Dutch Aqua - #8044M
- Cloudy Day - #5471W

(**NOTE:** A paint color chart, with samples of the approved colors, may be obtained by contacting the Division Director of Facilities Management or designee.)

Present color schemes for buildings with brick veneer, concrete, or block exteriors must be retained.

4. PAINT APPLICATION:

4.1 All major painting projects will be completed by inmate work crews under the direct supervision of the appropriate Maintenance Supervisor or designee.

4.2 The Maintenance Supervisor or designee will be responsible for ensuring that established surface preparation and application procedures recommended by Industry Standards and/or the paint manufacturer are strictly adhered to in order to ensure success of the paint application. S/he will also be responsible for ensuring that all safety standards pertaining to paint application are met. *(4-4215)*

4.3 All paint will be applied so as not to negatively impact lighting (reduce light levels to below the minimum requirements) in inmate housing units and other institutional areas and also be in compliance with appropriate American Correctional Association and other applicable standards. **(4-4145, 4-4146)**

4.4 Once the work is complete, the Maintenance Supervisor or designee will evaluate the painting and will complete SCDC Form 21-4, "Paint Work Performance Report," and forward the form to the Division Director of Facilities Management or designee. *The Maintenance Supervisor will then close the Work Order in the automated Work Order System.* The Maintenance Supervisor or designee will maintain a copy *of all documentation* for his/her file.

5. PAINT FAILURE: If it appears that an original paint job has failed, i.e., the original paint job did not last the amount of time indicated on the painting schedule, the Maintenance Supervisor or designee will complete SCDC Form 21-5, "Paint Failure Report," and forward it to the Division Director of Facilities Management or designee. The Maintenance Supervisor or designee will maintain a copy of this report for his/her files.

6. PAINT DISPOSAL: All paint and/or other chemical waste will be disposed of in accordance with SCDC Policy/Procedure ADM-16.03, "Occupational Safety and Health Manual," and applicable State and Federal statutes/regulations.

7. DEFINITIONS:

Application Procedures refers to the steps followed to prepare the paint for application and the methods used to apply the paint, i.e., brush, roller, etc.

Approved Paint Color Chart refers to the approved color selections contained in a color chart developed by the Division Director of Facilities Management.

Recurrent Painting refers to the repeated need/necessity for painting of Agency institutions, buildings, or parts thereof, whether scheduled or unscheduled.

Surface Preparation refers to the steps performed to prepare a wall, building, ceiling, etc., for painting.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.