



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.04: Painting University Buildings

DATE: October 24, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a standard policy for painting university building interiors and to provide guidelines for color selections and scheduling of both maintenance and departmental work.

REVIEW: This OP will be reviewed in October of even-numbered years by the Senior Managing Director of Facilities Maintenance & Construction and the Associate Vice President for Operations with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Education and General Service Buildings

- a. The interior painting of academic or general service areas is normally done by Operations Division's Facilities Maintenance & Construction (FMC) section on a regularly scheduled timetable if sufficient funding is available. These areas consist of classrooms, offices, corridors, restrooms, and other general service areas. An entire building is usually scheduled for this type of maintenance painting. However, specific areas within a building that receive exceptionally high usage may require painting more frequently.
- b. All wall areas normally are painted a standard color. Each department or area will have a choice from the following standard wall colors and trim colors.

Wall colors:

- (1) White, PPG 2548, DesignaColor System
- (2) Old Linen, PPG 2535, DesignaColor System
- (3) Shaker Beige, HC45 Benjamin Moore

Trim colors:

- (1) Alexandria Beige, Hc77 Benjamin Moore
- (2) Fairview Taupe, HC77 Benjamin Moore
- (3) Tech Bronze, PPG custom mix, deep tone 6-277, B-1Y35, L-6Y9, W1Y17

Existing wall accent colors in specific areas may be used or repeated if desired by the department chairperson or director of the area. Accent colors will normally not be added to an area where none previously existed. If the color picked is not one of the specified standard colors, a 10 percent surcharge on the overall cost will be charged to the requestor's account. Accent colors must be approved by the Senior Managing Director of FMC.

Painting an area where new accent colors are requested will be paid for by the department making the request. Any department requesting repainting of an area before its scheduled time or for color change purposes will normally be required to pay for the painting.

- c. Touch-up painting is usually very difficult. Therefore, when touch-up is required, the entire wall or area is repainted.
- d. Wall covering and built-in furniture such as cabinets and shelving are considered a part of the building. These items will be repainted, refinished, or replaced as necessary when the area is repainted at its scheduled time and as funding is available.
- e. Fixed classroom furniture or other installed general-purpose furniture normally used in the educational process will be maintained by FMC. The repair and refinishing of office furniture or equipment specifically assigned to a department will be done by FMC on a departmental charge basis.

2. Residence Halls and Other Auxiliary Facilities

- a. Any painting to be done by FMC in an auxiliary facility will be at the request of the director of that facility through a *Work Order & Project Request* in [iServiceDesk](#). The request must be submitted online. All labor and material costs will be billed to the requesting department.
- b. Standard colors are desirable but not mandatory. Color selections will be coordinated with the department head.

3. New Construction, Renovation, or Remodeling

- a. New construction over \$4,000,000 and major renovation projects over \$4,000,000 are supervised by the Office of Facilities Planning & Construction (FP&C), and these projects generally will follow the standard color scheme as adopted for the university.
- b. New construction up to \$4,000,000 and minor renovation or remodeling up to \$4,000,000 will be accomplished through a *Work Order & Project Request* to FMC. Color selections on these projects will follow the standards adopted for the university.

4. Self-Help Painting

Departments may paint rooms or areas through self-help (see [OP 61.35, Requesting Approval for Building Self-Help Projects](#)); however, a *Project Request* in [iServiceDesk](#) must be submitted to FMC for approval and job inspection. Standard color schemes will be observed, and the department will purchase paint from the Central Warehouse. Specialty paint may be purchased through the normal purchase order process. Any painting project that does not meet the standards or have prior Physical Plant approval will be repainted by FMC and the cost charged to the department involved.

5. Student Project Painting

On occasion, student organizations may request permission to paint specific objects or areas on campus. Such requests must be approved by the Office of Student Life and the Senior Managing Director of FMC.