

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:

- ___ Drop cloth where needed
- ___ Remove light globes, wall plates, etc.
- ___ Paint ceiling (if manager says to paint)
- ___ Cut-in around A/C vents (unless told to paint them)
- ___ Replace light globes, wall plates, etc.
- ___ Clean paint from windows, drape/blind hardware, etc.

All Other Doors/Shelves/Baseboards:

- ___ Drop cloth where needed
- ___ Dust off shelves
- ___ Sweep around baseboards
- ___ Paint shelves – top & bottom
- ___ Paint baseboards
- ___ Paint doors (both faces, sides, top, bottom)
- ___ Clean paint from door hardware, etc.

Other: _____

Kitchen:

- ___ Drop cloth where needed
- ___ Remove wall plates, light globes
- ___ Paint ceiling (if manager says to paint)
- ___ Paint walls
- ___ Paint doors
- ___ Paint pantry shelves – top & bottom
- ___ Paint cabinets (if painted & Manager says to paint)
- ___ Sweep around baseboards
- ___ Paint baseboards
- ___ Clean paint from wallpaper, cabinet work, countertops, light fixtures/outlets/switches, door hardware, tile or vinyl floor, & sink
- ___ Replace wall plates, light globes, etc.

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Bathroom 1-2:

- ___ Drop cloth where needed
- ___ Paint ceiling (if manager says to paint)
- ___ Paint walls
- ___ Paint doors
- ___ Paint A/C access door
- ___ Paint linen closet shelves – top & bottom
- ___ Paint cabinets (if painted & manager says to paint)
- ___ Sweep around baseboards
- ___ Paint baseboards
- ___ 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.

Other: _____

Outside Utility Room:

- ___ Drop cloth where needed
- ___ Paint ceiling (if manager says to paint)
- ___ Paint walls
- ___ Dust & paint shelves
- ___ Paint doors

General:

- ___ Wipe down & paint outside face of front door (if manager says to paint)
- ___ Paint fireplace & mantle (if manager says to paint)
- ___ 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
- ___ Do not pour paint directly in sinks, tubs, commodes, etc.
- ___ Clean all paint, etc., throughout apartment

Other: _____

Painter's Signature: _____ Date: _____

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