



Operating Protocol & Procedure

Details:

Number: 818

Title: Painting of interior campus spaces

Category: College Facilities

Office of Primary Responsibility: Facility Services

Approval Date: 12/20/18

Effective Date: 12/20/18

Revised: N/A

Purpose:

To establish guidelines to ensure the interior aesthetic of college buildings are representative of the college's branding and are consistent and complementary throughout the institution.

Applicability:

All college-owned or managed facilities

Definitions:

None

References:

None

Attachments or Related Forms/Documents:

None

Operating Protocol:

In order to create a cohesive appearance that is representative of the PCC brand, the college will adopt specific color schemes for the painting of any interior space within a college facility. Each building will be assigned a color scheme, by Facility Services, based on its primary function. Buildings will be classified, for the purposes of painting, as either student/academic/administrative, industrial, or clinical.

By adopting a limited number of color schemes, the college will ensure a consistent aesthetic within buildings and reduce the amount and types of paint that Facility Services is required to store.

Color schemes will be selected by representatives from the Facility Services and Marketing & Communications departments.

Under no circumstance may employees paint any occupied or vacant offices without prior approval obtained through the Facility Services department. Facility Services will coordinate with IT Services and office occupants, when necessary, to schedule painting.

In order to ensure the appearance of interior walls of college facilities are regularly maintained, different sections of each building will be repainted annually on a cyclical schedule. The cost of painting will be paid for by the college if:

- The space is on the annual cyclical painting schedule.
- A person is moving into a new office and it is within 12 months of the time of the cyclical painting schedule.
- The space requires painting because of remodeling or renovation work.

If there are special circumstances not mentioned above, the college may pay for the painting, at the discretion of the director of Facility Services. All other requests for painting must be paid for by the requesting department. Costs will include materials and labor associated with painting contractors.

Procedure:

All requests for painting that are not within the cyclical painting schedule should be made via email to the Facility Services Director. The director or his/her representative will determine a timeline for painting to take place.

Facility Services will coordinate with IT Services and the necessary occupants for spaces that are on the cyclical schedule to be painted to determine the date and time to allow for only minimal or no interruption of daily operations.