



College Residential Painting Policy

1. Only college students are eligible to paint their room or apartment.
2. Painting must be completed within the first two weeks of each term.
3. Any resident(s) wishing to paint the walls of a residence hall room must first sign a **Room Painting Agreement**. All roommates must agree on color selection. No bathrooms, hallways, closets or ceilings may be painted. Painting of the ceiling, floors, doors, furniture, HVAC units, cabinets, equipment, fixtures, windowsills, and stained or varnished woodwork is **not** permitted. All room residents must agree to and sign the painting agreement prior to painting. The agreement may be obtained from the Residence Life Programs & Housing Office in 334 Hanes Student Commons.
4. The completed Room Painting Agreement must be signed by the Housing Facilities Administrator or Director of Residence Life Programs. *NCSA reserves the right to deny paint requests if the room has recently been painted by another student or by a university staff member within the past two years of request.*
5. Paint, brushes, drop cloths, and other necessary materials will be supplied by NCSA. It is the student's responsibility to purchase painter's tape and roller naps (3/8" for drywall and 1/2" for textured/cinderblock walls). Use of electrical tape or duct tape is prohibited.
6. Only University-supplied latex paint will be used. No other paints, pens, pencils, markers or colorants are permitted. The following colors are available: *Minor Blue, Lime Granita, Rhythmic Blue, Glad Yellow, Inviting Ivory*. Only one color may be used per room. The entire wall must be covered with this chosen color.
7. NCSA may, at any time and at its sole discretion, exercise the option of professionally repainting the room at the expense of the current resident(s).
8. The Housing Office will provide interested resident(s) with specific instructions for painting.
9. Graphics, designs, stripes, multiple colors, borders and/or decorative art of any kind are NOT permitted.
10. Any necessary plastering, caulking or spackling, must be performed by the NCSA maintenance staff. This should be requested through the Residence Life Programs & Housing Office.
11. When the painting has been completed, the room must be inspected by the Housing Facilities Administrator. If the work has not been completed in a satisfactory manner, the resident(s) will be notified. The resident(s) will then be given the option to repaint the room as needed or have NCSA repaint at the expense of the current resident(s).

Directions for Painting Residence Hall Rooms Guidelines

Room Preparation

1. Remove all posters, pictures, and other hangings from walls. Wall must be clean before painting. Walls should be wiped with a damp cloth. (Sandpaper maybe used to remove adhesive and other debris from walls prior to painting.)
2. Tape moldings and electrical outlets, etc. Use drop cloths and/or newspapers. Remove painter's tape as soon as possible after painting. It is essential to take time to "get ready" before actually painting to protect your belongings as well as the building and equipment.

Painting Tips

1. In order to insure uniform color throughout your room, the paint should be *thoroughly* stirred.
2. The paint has a drying time of about two to three hours.
3. Paint all corners, the top edge of the wall along the ceiling, and the bottom edge of the wall along the baseboard with the brush before starting the wall. This process is known as "cutting in a wall" and will result in a much cleaner, neater job. Students should use painter's tape to obtain a clean line where the walls meet the ceiling.
4. Start painting from the top of the wall and use care that you paint a straight line where the wall meets the ceiling. Paint should be stirred occasionally during the painting operation. Use horizontal strokes where possible. Avoid drips, drops and runs which generally result from using too much paint. Normally one coat of paint should be sufficient. If you must add a second coat, wait two to three hours between coats. Wipe any drippings or spillage *immediately* with a damp cloth and wash clean with water. Once the paint has dried, it is difficult to remove.
5. When you have completed painting the room, inspect it and touch-up spots that did not cover well.

Cleaning Up

1. When you have finished the job or are finished painting for the day, clean the brushes and rollers thoroughly. Use caution not to leave any paint in the sink or the surrounding area. Clean the brushes and rollers well, check the bristles to be certain all the paint is removed and then wipe them dry with a paper towel or rag.
2. Always cover the remaining paint when you are not using it. Remove all debris, painter's tape, paper, etc., from the room and place it in the trash cans. Do not leave paint and equipment in the hallways as you are responsible for it and for any subsequent damage which may occur from it being left unattended.
3. Within *two days* of painting completion, arrange an inspection of your room/apartment with the Housing Facilities Administrator or Director of Residence Life Programs.
4. In order to prevent a potential fire hazard, *do not* place used paint equipment, paint cans, etc. in small trash rooms or other enclosed areas of the building. Instead, please place these items in the nearest trash dumpster located outside of the building. Also, please do not pour unused paint down sink or shower drains.

NOTE: Only empty paint cans should be placed in NCSA dumpsters or trash containers.

ROOM PAINTING AGREEMENT

RESIDENCE LIFE PROGRAMS & HOUSING – NORTH CAROLINA SCHOOL OF ARTS

Hall/Apartment	Room	Student(s) making request
Please read the instructions given to you before completing this form. It is your responsibility to read the attached Painting Guidelines.		
1. PAINTING REQUEST		
_____ ROOM PAINTING – All residents must sign this form, if double/triple occupancy.		
_____ APARTMENT PAINTING – All residents must sign this form.		

2. ROOM PAINTING	
Indicate color selection and room to be painted, if painting in an apartment	
Color Ex. Antique White	Room Ex. B-105
_____	_____
_____	_____
_____	_____
3. ALL PAINTING WILL BE COMPLETED BY: _____	
<i>(Must be completed within the first two weeks of each term)</i>	

Agreement: I/we agree not to start painting until notified by the NCSA Residence Life Programs & Housing Office. I/we have read and understand the conditions stated in the Painting Guidelines and will comply with the conditions. I/we assume full responsibility for any damage done to the room/area during the painting process. I/we realize that a representative of North Carolina School of the Arts will inspect the painting, and if the work is not acceptable, I/we agree to correct any problems to bring the quality of the paint job up to acceptable standards or I/we agree to pay the full cost of employing a professional painter hired by NCSA to immediately correct any errors.

Signature(s)

For Official Use Only:	
Approved (Date: _____)	Painting Inspection by: _____ _____ Work approved _____ Work not approved Date: _____
Denied (Date: _____)	
Reasons:	
Reviewed by:	

Housing Facilities Administrator/ Dir. Residence Life Programs	Date: