

Painting an Office Preparation Checklist

In preparation for painting your office, we ask that you do the following:

- Put away or box up any personal belongings. Please remove or take home all items that are sentimental or of significant value to you.
- Clear your work surface of all items; please place all files, papers, binders, pictures, plants, knick-knacks, and electronic devices that are on your work surface into a box and set it on the floor by your desk or in your chair.
- Disconnect all desktop monitors and lay them face-down on the desk. Disconnect CPU towers and place them on the work surface. Place any laptops either in your work box or take them home with you.
- Clear any overhead bins/shelves of any items including binders, books, pictures, plants, etc.
- Panels with items connected or stuck to them must be removed if they are heavy; items such as papers and calendars can remain intact.
- Loose items located on the floor must be placed in a box and stored by your desk/workstation.
- Clear any open-faced bookcases and shelves of any loose papers and place any pictures face-down to reduce the risk of damage. Books may stay on the shelf, but the less items on the bookcase or shelf, the easier it is for our team to move while painting.
- Remove files in filing cabinets (except for bottom file drawer). Single stackable storage drawers are fine to leave where they are.
- Unplug any plugs in all outlets in the office.
- Remove any personal items (pictures, calendars, etc.) from the wall. Whiteboards can stay if you wish for it to remain in the office. If you wish for the whiteboard to be removed from the office, leave a note on the whiteboard and our team will remove it for you.
- Clear a 3-4 square foot space in your office for our workers' ladder to be placed if possible.
- Work with your department head to work in a different location for the duration of the painting and drying time. Plan to work from there for approx. 3 business days.