

<b>University of Prince Edward Island</b>		<b>Policy Number:</b>
<b>Policy Title:</b> Painting		<b>Page 1 of 1</b>
<b>Creation Date:</b> May 1, 2001	<b>Version Date:</b> February 2007	
<b>Authority:</b> Departmental Procedure	<b>Responsibility:</b> Director of Facilities Management	
<b>Reference:</b>	<b>Review Date:</b> February 2012	

- 1. Purpose**                      To provide a policy regarding what areas need to be painted and when the painting is to be scheduled.
  
- 2. Scope**                         All departments and facilities at UPEI.
  
- 3. Policy**                         Each year Facilities Management completes the painting of various areas across campus through an annual painting program. The prioritization of the areas is based on the function and condition of the space. Direct student areas (eg. classrooms, labs, entrance ways and study areas) are typically prioritized higher than support areas (eg. hallways, lounges, offices and common areas). Prioritization is also based on space condition. These conditions may include water damage, renovations, discolouration and general unsightliness.

Painting throughout the year is completed based on resources and necessity. All departments' painting requests will be assessed within the criteria stated above.
  
- 4. Procedure**                     Painting requests are to be forwarded to Facilities Management for review. If the request is approved, the colour is to be selected from an established colour palette which will be sent out upon the approval of the request.