

# Pre-Paint Checklist

## Interior Residential Repaint

To help us complete our work efficiently and with minimal disruption to your routine, please follow this checklist:

### Before Our Arrival

- **Electronics:** Disconnect and label wiring for computers, TVs, stereos, and other electronic devices to ensure easy reconnection.
- **Wall Items:** Remove and store all items from walls, shelves, dressers, and tables in the areas to be painted. Move furniture to the center of the room.
- **Room Clearance:** Clear rooms of clothing, papers, towels, throw rugs, etc.
- **Closets:** Empty closets if they are to be painted.
- **Wall Hardware:** Leave hardware for pictures or hanging items if they will remain in place. Remove hardware if items are being moved, and we will patch the holes.
- **Grandfather Clocks:** Ensure grandfather clocks are secured or removed from the area.
- **Pianos:** If we move a piano, we are not responsible for re-tuning it.
- **Bathroom Items:** Remove towels, rugs, and accessories from bathrooms and powder rooms.
- **Window Treatments:** Take down blinds, curtains, and draperies. We are not responsible for any damaged window treatments.
- **Alarm Systems:** Disable alarm systems. We are not responsible for any service fees from your alarm company.
- **Pets:** Make arrangements for your pets during the project.
- **Concerns:** Contact us with any questions or concerns prior to the start of your paint job. We are happy to discuss them with you.
- **Odor Sensitivity:** If you are sensitive to paint odors or if anyone in the household is pregnant, consider arranging to stay away from the job site during the project.
- **Relax:** You've hired professionals. We understand the disruption caused by having work done in your home and will do everything we can to minimize it.
- **Assistance:** If you are unable to complete any items on this checklist, please contact us, and we will make arrangements to assist you.

### Our Services Include:

- **Floor Protection:** Covering all floors and carpets with drop cloths.
- **Furniture Protection:** Covering all furniture with plastic sheeting.
- **Furniture Replacement:** Returning any moved furniture to its original place upon job completion.
- **Cleanup:** Removing all rubbish and empty paint containers from the job site.
- **Leftover Paint:** Marking and leaving any leftover paint cans for your use.

**Final Inspection:**

- **Completion Notice:** The foreman or our office will inform you of the expected completion date and time.
- **Walk-Through:** We ask that you walk the property with the foreman upon completion to inspect the work and ensure your satisfaction.
- **Touch-Ups:** We will handle any touch-ups at this time to avoid the need for a return visit (though we will return if needed under our warranty).
- **Final Payment:** After your inspection, please sign the contract and either pay the foreman directly or call our office with your credit card information. If you are unable to perform a final walk-through, we still require final payment. Please contact our office to settle the balance due.

At Hatch Painting Company, we take pride in our professionalism and craftsmanship. We treat your property with care and strive to provide the best possible service to complete your project efficiently and effectively.

