



## INTERIOR PRE-PAINT CHECK LIST

The following checklist will assist us in being able to complete our work quickly and cause less disruption to your routine.

### **Prior to our arrival:**

- If necessary: Disconnect wiring from computers, video, TV and stereos. Identify your wires so you can reconnect them correctly.
- Remove and store any items on the walls and shelving/dressers/tables in the areas we are painting. Move any furniture to the middle of the room.
- Rooms should be clear of all clothing, papers, towels, throw rugs, etc.
- If closets are being painted, please have them emptied prior to our arrival.
- If any pictures, hanging items etc., are staying in their current location, please leave their hardware in place. If they are being moved, please pull the hardware and we will patch the holes.
- Grandfather clocks should be secured or removed from the area.
- If Birmingham Painting Company moves pianos we are not responsible for re-tuning.
- Remove towels, rugs, and accessories from bath and powder rooms.
- Take down blinds, curtains, and draperies (Birmingham Painting Company is not responsible for any damaged window treatments)
- Alarm systems should be disabled (Birmingham Painting Company is not responsible for alarm company service fees)
- Make any necessary arrangements for pets.
- Call us prior to your paint job with any questions or concerns you may have. We will be glad to discuss them with you.
- For your comfort – if you are sensitive to odors (or if anyone is pregnant) you should try to make arrangements to stay away from the jobsite for the duration of the job.
- Please relax. You have hired professionals who do this every day. We understand the disruption caused by having work done in your home and we will do everything possible to make it as easy for you as we can.
- If you are unable to do any of the items on the checklist, please contact us and we will be happy to make arrangements for you.

### **Birmingham Painting Company will perform the following services:**

- All floors and carpeting will be covered with drop cloths.
- All furniture will be covered with plastic sheeting.
- Furniture that we moved will be put back in place upon completion of the job.
- Rubbish and empty paint containers will be removed from the job.
- Leftover paint cans will be marked and left for the customer.

**Final Inspection:**

- The foreman or our office will inform you of the expected completion day and time.
- We ask that you walk the property with the foreman at the completion of the job to inspect the work and make sure you are happy.
- We will perform any touchups at this time so that we do not have to make a special trip back in the future (although we will if needed per our warranty)
- After you inspect the job please sign the contract and pay the foreman directly or call in your credit card information to our office.
- If for some reason you cannot perform a final walk we still require final payment, please call into the office so we can settle up on the balance due.