

COMMERCIAL INTERIOR PAINTING

Pre-Bid Checklist

This checklist helps us understand your project so we can give you an accurate, complete bid. Please answer the questions in Part 1 before our site visit. Our estimator will complete Part 2 during the walk-through.



PART 1: QUESTIONS FOR YOU

About Your Project

- What is the property name and address?
- Who is the primary contact for this project? Please include their name, title, phone number, and email.
- If different, who is the on-site contact? Please include their name, phone number, and email.
- When do you need the bid? When would you like the work to start, and when must it be finished?
- Do you have written painting specifications from an architect or owner? If not, we'll write the scope of work with you.

Paint & Colors

- Do you prefer a paint brand, such as Sherwin-Williams, The Pittsburgh Paints Company, or another?
- Are we keeping the current colors or changing them?
- Do you have a list of colors and finishes (flat, eggshell, semi-gloss) for each area?
- Do you need low-odor paint or products that meet special requirements? This is common in healthcare facilities, schools, and occupied offices.

Contract Requirements

- Do you require a warranty? If so, for how long?
- What insurance certificates do you need from us?
- Does your site have safety rules or training our crew must follow?

Using the Building

- Will people be working in the space while we paint? Can we paint one area at a time?
- What hours can we work? Is evening or weekend work needed or allowed?
- Are there limits on noise or paint odor?
- How will we get into the building? Please list any badges, keys, alarm codes, or check-in steps.
- Who will move furniture, equipment, and items hanging on the walls?
- Who will remove outlet and switch covers?
- Are there special health or cleanliness rules? These are common in hospitals, kitchens, and labs.
- Can we use the elevator and loading dock?
- Where can we store materials and park, and which restrooms can our crew use?
- What year was the building built? This tells us whether lead paint testing may be needed.
- Is there anything you do not want included in the bid?



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PART 2: WHAT OUR ESTIMATOR WILL CHECK

Building & Access

- Walk each room and area to be painted, and estimate the square footage
- Measure ceiling heights and decide what equipment is needed (ladders, rolling scaffold, or lift)
- Note the flooring in each area so it can be protected
- Note items we'll need to work around, such as built-in cabinets, fixtures, or IT equipment that can't be moved

Surfaces To Be Painted (for each: material, amount, and condition)

- Walls: drywall, concrete block, plaster, or wallpaper
- Ceilings: drywall, open/exposed ceilings, or drop-ceiling tiles (tiles are usually not painted)
- Doors and frames: metal or wood, painted or stained
- Baseboards, trim, chair rail, crown molding, and window sills and frames
- Stairwells: walls, stair sides, railings, and handrails
- Columns, exposed pipes, ductwork, and electrical conduit
- Restrooms, mechanical rooms, hallways, and back-of-house areas
- Specialty coatings, such as epoxy wall coatings and wall protection

Existing Conditions

- Drywall damage, holes, and cracks, with a rough count
- Water stains, smoke damage, or marker that will need a stain-blocking primer
- The type of paint currently on doors and trim (oil or latex). We'll test it if we're unsure, because latex paint can peel if applied over oil without the right primer.
- Wallpaper that needs to be removed
- Photos of each area and any problem spots
- Photos of every side of the building and any problem spots

Is there anything else we should know about your project? For example, upcoming events, sensitive areas, past paint problems, or specific concerns.



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