

COMMERCIAL EXTERIOR 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

- How long would you like this paint job to last before the next repaint: about 5, 7, or 8 or more years? Longer-lasting paint costs more upfront but usually costs less per year. See the Paint Options chart at the end.
- 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? Changing colors usually requires two coats of paint.
- Do you have a list of colors for each part of the building?
- Do colors need approval from a landlord, property association, or brand standards?

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 Property

- Will the building be open and in use while we paint? Do tenants need to be notified?
- What hours can we work? Is evening or weekend work needed or allowed?
- Which entrances must stay open during work?
- Will we need to control foot or vehicle traffic around work areas?
- Where can we park, set up equipment, and place a dumpster if needed?
- Can we use an outside water spigot and electrical outlet?
- 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, such as signs, roofs, or parking lot striping?

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

 (317) 426-7228

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698 Oldfield Commons Dr., Suite 5, Greenwood, IN 46142



PART 2: WHAT OUR ESTIMATOR WILL CHECK

Building & Access

- Note the building type, number of stories, and approximate height
- Decide what equipment is needed to reach all areas (ladders, lifts, or hanging scaffolds)
- Check the ground around the building for grass, slopes, or pavers that could affect lift placement, and look for overhead obstacles such as power lines and trees
- Note landscaping, vehicles, and surfaces that will need protection
- Check whether any city permits are needed, such as for closing a sidewalk or street

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

- Siding: wood, fiber cement, vinyl, stucco, metal panels, concrete, concrete block, or brick
- Trim, fascia (roof edge boards), soffits (underside of the roof overhang), and porch or entry ceilings
- Gutters and downspouts
- Doors and frames, including service doors and overhead or garage doors
- Windows and storefront frames
- Railings, stairs, balconies, and posts
- Metal items, such as safety posts (bollards), light poles, gas meters and lines, and handrails
- Dumpster enclosures, fences, vents, decks, pergolas

Existing Conditions

- The type and finish of the current paint
- Peeling, chalky residue, mildew, rust, or white mineral stains on masonry, with a rough estimate of how much surface is affected
- Rotted wood needing repair, and whether that repair is included in our bid or handled by others
- Failed caulking, and cracks in masonry or stucco
- Photos of every side of the building and any problem spots

How We Prepare Your Building

- Pressure wash all surfaces to clean them and remove peeling paint, using a cleaner that kills mold and mildew where needed
- Scrape off any remaining loose or peeling paint, and sand where needed
- Re-caulk joints where the old caulking has failed
- Prime bare or peeling areas to keep moisture out and help the new paint stick
- Treat rust, and prime metal surfaces with the right primer
- Cover windows, protect landscaping, concrete, and vehicles, and clean up the site at the end of each day

How long it lasts	Sherwin-Williams	The Pittsburgh Paints Company
3–4 years	A-100	Speedhide
About 5 years	SuperPaint	Sunproof
5–6 years (cool or damp weather)	Latitude	—
About 7 years	Duration	Acrishield Max
8+ years	Emerald	Permanizer



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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?



COMMERCIAL INTERIOR PAINTING PRE-BID CHECKLIST

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

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