



Standard Operating Procedure (SOP)

(Exterior prep and Painting)

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Version: [2]

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Objective:

Cover the process of exterior house painting.

Scope:

Instructions for job leaders, painters, and apprentices to know and follow.

Responsible Personnel:

Operations and field supervisors.

References:

Procedure:

1. Pre Job Walk:

a. Look around at the home, noting any details not covered in the work order or of specific concern.

- b. Ensure homeowners have prepared for exterior painting by:
- Trimming landscaping at least 1' or more from all surfaces being painted.
 - Remove wall decor and items at least 5' from surfaces being painted.
 - Move patio furniture and BBQ etc away from areas being painted.
- Fill out a Hold Harmless Agreement for valuable or delicate items that need to be moved by us.

2. Day One Communication Established:

- a. Communicate with the customer to establish rapport and open communication lines.
- b. Job leaders should introduce themselves and review the scope of work with the customer.
- Review the color sheet and have them sign off on it.
- Discuss important information such as access to doors, garage access, and any specific customer preferences.

3. Pre-Paint Preparation:

- Power wash the complete exterior of the home. (Refer to Power wash SOP)
- Shovel and trench rocks and gravel from foundation and base of walls being painted.



- Scrape areas with failing paint or stucco.
- Prime entire foundation using DryLok masonry primer.
- Protect ground using drop cloths, plastic, paper, and tape as needed.



- Mask off windows, fixtures, and other items not to be painted.



- Follow specific instructions for stucco types and repair methods.
- Address larger stucco damage with appropriate patching.
- Prime and prepare wood surfaces. *(Gripper Primer is best choice for filling rough wood)
- Wood preparation includes scraping, sanding, filling open grain as needed (degree of prep required is based on current condition and/or work order specifications)
- Remove failing drywall tape, repair, and prime drywall patches.
- Sand, dust off and wipe clean all doors being painted. Try to avoid removing door handles if possible to help prevent mechanical issues after reinstalling.



4. Paint Application:

- Refer to work order for specific paint and primers to be used.
- Use proper airless spray tips for each application.
- Professionally spray stucco, metal surfaces, wood trim, and doors.
- Use a brush and roll method for fascia boards.
- Implement a spray and backroll system when specified by work order or crew leader.

5. Cleanup and Closeout:

- Remove all masking.
- Reinstall lights and fixtures.
- Replace weather strip and any removed hardware.
- Touch up paints as needed.
- Clean and tidy up the site.
- Dispose of trash properly. *Use ACP shop Dumpster



6. Job Leader Closeout:

- Walk through everything with the owner.
- Get their signature on the final checklist.
- Leave touch-up paint where they want it.
- Thank them and ask for a Google review

Other SOPs:

- [List of other SOPs, e.g., Masking tape, power washing, solar screens]

Training:

Team members must have ladder training and fall protection training.

Safety Precautions:

Morning safety huddles, fall protection.

Monitoring and Measurement:

Crew leader will ensure steps are being followed, all documentation will be examined upon completion.

Review and Revision:

Please bring to the attention of the author any suggested changes or revisions to this document.

Distribution:

Company-wide knowledge.

Acknowledgment:

All field personnel must acknowledge the information provided before working on an exterior painting project.