

## PCA P20

# Recommended Protocol for Job Close Out of Painting and Decorating Projects

## 1. Scope

- 1.1 The purpose of this Standard is to establish procedures for the close out of painting and decorating projects.
- 1.2 This Standard identifies the various entities involved when the project specifications do not define specific job close out procedures.

## 2. Significance and Use

- 2.1 It is important that the close out of painting and decorating projects be accomplished in an orderly and timely procedure to eliminate misunderstandings and conflicts.
- 2.2 This Standard applies when job close out procedures are not detailed in the contract documents.

## 3. Definitions and Trade Terms

- 3.1 Definitions and Trade Terms see P9.

## 4. Reference Documents and Standards

- 4.1 Reference Documents and Standards see P9.

## 5. Standard Specification

- 5.1 Projects where the Painting Contractor is a subcontractor unless specified otherwise in the contract documents:
  - 5.1.1 The owner or its designated representative may prepare an initial punch list.
    - 5.1.1.1 The initial punch list, if any, shall be prepared prior to substantial completion.
    - 5.1.1.2 Unless otherwise agreed, the Painting Contractor shall work diligently to complete the items on the initial punch list within a reasonable amount of time and will, upon request, provide documentation that will support completion of the initial punch list.

- 5.1.2** At the time of substantial completion, a final punch list shall be prepared by the owner or its designated representative.
- 5.1.2.1** Unless otherwise agreed, the Painting Contractor shall work diligently to complete the items on the final punch list within a reasonable amount of time and will, upon request, provide documentation that will support completion of the final punch list.
- 5.1.3** Punch lists should address specific items at specific locations rather than general descriptions.
- 5.1.4** If the final punch list is redistributed after its initial distribution, it shall be based on the items listed on the final punch list.
- 5.2** Projects where the Painting Contractor is a prime contractor:
- 5.2.1** The Painting Contractor shall prepare an initial punch list, a comprehensive list of outstanding items to be completed or corrected when the Painting Contractor deems the project to have attained substantial completion.
- 5.2.1.1** Unless otherwise agreed, the Painting Contractor shall work diligently to complete the items on the initial punch list within a reasonable amount of time and will, upon request, provide documentation that will support completion of the initial punch list.
- 5.2.1.2** When the Painting Contractor deems the project to be complete, a final punch list may be prepared by the owner or its designated representative.
- 5.2.2** Unless otherwise agreed, the Painting Contractor shall work diligently to complete the items on the final punch list, if any, within a reasonable amount of time and will, upon request, provide documentation that will support completion of the final punch list.
- 5.2.3** Punch lists shall address specific items at specific locations rather than general descriptions.
- 5.2.4** The appearance of painted surfaces shall be judged in accordance with P9 Section 3.1.169 a properly painted surface.
- 5.2.5** If the final punch list is redistributed after its initial distribution, it shall be based on the items listed on the final punch list.

- 5.3 The punch list process may be performed for various phases of the project in accordance with the project schedule. The punch lists provided shall be unique to that phase.
- 5.4 At final acceptance of the work, the Painting Contractor shall provide the following:
  - 5.4.1 Attic stock or extra materials as required by the contract documents.
  - 5.4.2 Record drawings, generally a schedule of paint, coating and wallcovering finishes as required by the contract documents.
  - 5.4.3 Maintenance instructions as required by the contract documents.
  - 5.4.4 Warranties as required by the contract documents.
  - 5.4.5 Final releases of lien as required by the contract documents.

## 6. Comments

- 6.1 This Standard establishes a protocol for the close out of painting and decorating projects.
- 6.2 This Standard clarifies areas of responsibility. Improved communication reduces misunderstandings.
- 6.3 This Standard is a nationally recognized consensus document for the painting and coating industry's work practices.

## 7. Disclaimer of Liability

- 7.1 PCA does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any of the information contained herein.