



## **Painting Fundamental - 6**

**Last Updated:** 5/1/2018

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**Tools/Supplies:** Screw Drivers with interchangeable bits; hex wrenches (Standard & Metric); pliers; small wrenches and socket set; drill/cordless driver with nut drivers & driver bits; note pad; pen; permanent marker; painters tape; zip lock bags; multiple plastic storage containers with lids

### **Procedure Steps:**

1. Perform pre-existing condition inspection of each item to be removed. Document, photograph, communicate and/or act on any damages, concerns, etc. per company procedures.
2. Evaluate fit of components. For wood items, if there is binding, either sand edges with a firm sanding block as needed or clearly label on tape stuck to each piece what needs to be done. Keep in mind that coatings will add to dimensions and reduce the gaps.
3. Establish a clear consistent labeling system. Examples would be:
  - a. From the main entry proceed clockwise around the room using alphabet system.
  - b. Compass direction North wall Top 1, Top 2, Top 3
  - c. Upper verses lower cabinets
  - d. Room name or number
4. Remove each piece and label it immediately
  - a. Label the piece and where it was attached.
  - b. Create map or photos of labeling in each area/room. This information should be stored as per company policy.
  - c. Cabinet Doors: label the doors in a consistent manner to indicate placement and direction.
    - Label inside a hinge attachment hole, write down the number and an "up" arrow to indicate the upward direction.
    - If there are no hinge holes, then label where the hinge will be located and apply painters tape over the label so it won't get covered by paint. Be sure the tape does not extend beyond where the hinges will cover.
    - Label the cabinet box with the same number, write with marker on painters tape and apply to the box.
      - i. If box interiors are NOT to be worked on, put tape label on inside.
      - ii. If box interiors ARE to be worked on, put the tape on the surface not to be coated such as on the back of the face frame, underside of cabinet box, or top surface of cabinet box.
    - Label the hinges so they return to their original position.

## LABELING & RE-INSTALLATION COMPONENT (DOORS, CABINET PIECES, SHUTTERS, ETC.)

d. Drawer Fronts:

- Label the backside where the drawer box will cover the label when installed, also write an “up” arrow to indicate the upward direction.
- Apply painters tape over labels so they won’t get covered by paint.
- Label the front of the drawer box with the same number.
- If drawer front is not removable from the drawer box, label the bottom of the drawer box and cover with tape.

e. Shelves:

- Label on back edge, write an “up” arrow if it is not obvious which side is the top and bottom.
- Number starting top to bottom, also include the holder peg hole number (if applicable), counting from top, for example “2 P8” means shelf 2, pegs in hole 8.
- Apply painters tape over labels so they won’t get covered by paint and be sure the tape does not wrap onto surfaces to be painted.
- Label the cabinet box with the same numbers, write with marker on painters tape and apply to the box.
  - i. If box interiors are NOT to be worked on, put tape label on inside.
  - ii. If box interiors ARE to be worked on, put the tape on the surface not to be coated such as the back of face frame, underside of cabinet box, or top surface of cabinet box.

f. Shutters – follow same system as for cabinet doors.

- Label where a hinge will be located. Write down the number and an “up” arrow to indicate the upward direction.
- If shutters are paired, label to keep shutters together as a set.
- Apply painters tape over the labels so they won’t get covered up by paint. Be sure the tape does not extend beyond where the hinges will cover.
- Label the hinges so they return to their original position.

g. Labeling should be done so that anyone could install the components using the map/photos

5. If transporting items, protect them both before and after finishing.

6. Reinstall all items per the labeling system.

- a. Ensure your hands are clean or wear clean gloves
- b. Place items in the general location where they are to be installed
- c. Organize hinges and other mounting hardware with the items to be installed
- d. Apply hinges and mounting hardware and then install each item in its proper location before proceeding to the next item
- e. Make any adjustments necessary for proper function and alignment to each item

## LABELING & RE-INSTALLATION COMPONENT (DOORS, CABINET PIECES, SHUTTERS, ETC.)

7. Install knobs, pulls, handles, catches, latches. Adjust as needed.
8. Clean glass surfaces as needed.
9. Perform quality assurance inspection after all items are installed and adjusted. Touch up as needed.

### **Tips:**

- Hinge Installation Guidelines:
  - a. For hinges that cannot be separated into two components, install the hinge to the item first and then to the box or jamb.
  - b. For hinges with removable pins, remove the pin and install one half of the hinge on the item and the other half on the jamb, then position the item and reinstall the pin.
  - c. For Euro-style concealed hinges that separate into two components (mounting bracket and hinge), install the mounting bracket on the cabinet box and the hinge to the door, then position the door and fit the two components together.
- Label each item in two locations and cover both labels with painters tape in case one accidentally gets covered with paint or sanded off.
- When working around sinks or toilets, cover the drain to prevent small items from falling into it.
- Drawer fronts that are removable – pencil outline of drawer box on back of drawer front so that it is clear what area will be covered after finishing.
- Be aware that customers or other trades may move items.
- When removing or installing items, protect surfaces under the work area from damage from falling objects. Some materials that can be effective include moving blankets, cardboard, masonite, packing foam or padded drop cloth.
- Do not set anything (including drills, screws, or other tools) on unprotected surfaces.
- Finished items can be easily damaged, handle with care when reinstalling them.
- Absolutely do NOT step on counters, even with surface protection, your weight can possibly break an exposed corner or narrow area.
- If screw heads or screw holes are stripped, note that on them with tape and bring to foreman or project manager's attention so it can be repaired/replaced before the end of the job. Fill loose holes with epoxy or similar strong filler.

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