



Painting Fundamental - 8

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Authored by: Steve Adickes, Don Easton, Charley Gilley, Shawn Heffernan, Rich O'Neil, Rodney Paglialong, Ken Sisco

Note: All work should comply with EPA RRP working requirements when applicable.

Tools/Supplies: Screw Drivers with interchangeable bits; Hex Wrenches (Standard & Metric); Drill/Cordless Driver with nut drivers & driver bits; note pad; pen; permanent marker; painters tape; zip lock bags; multiple plastic storage containers with lids; pliers; small wrenches; socket set

Procedure Steps:

1. Perform pre-existing condition inspection of the hardware to be removed. Document, photograph, communicate and/or act on any damages, concerns, etc. per company procedures.
Common Pre-Existing Conditions:
 - a. Scratches on hardware
 - b. Paint on hardware
 - c. Missing or incorrect screws or parts - if so, make a note and put it in a zip lock bag with the hardware. Resolve issues ahead of time that parts are needed.
 - d. Hardware items that don't operate (hinges, door knobs, strike plates, latches, window locks, etc.). Make a note and communicate the issue per company procedures. Resolve issues as needed.
 - e. Loose screw holes – if screws or fasteners are not secure, mark areas with tape and note for later repair to ensure secure re-installation.
2. Remove hardware:
 - a. The goal is to have any employee in the company able to re-install the hardware to its original and proper location – not just the person removing it.
 - b. Use the appropriate tools to remove the hardware without damaging it.
 - c. Re-assemble the pieces if necessary after removal, such as door knobs and lock sets, so that re-installation can be done by any team member.
 - d. Hinges - label hinges with the location and position so that they can easily be returned to the original location. If hinges are mortised, label both the mortise on the door and the casing. Some hinges that appear to be the same size may vary slightly and hinges typically have been adjusted specifically for each location.
 - i. If shims have been used, tape them to the corresponding mortise or hinge.
 - ii. Be sure that markings (permanent marker, pen, carpenter's pencil, etc.) on the door or casing will be completely covered by the hinges after re-installation.
 - iii. Protect markings with tape in areas to be painted
 - e. Ensure that the correct screws will be returned to the proper location. This may include

HARDWARE REMOVAL, STORAGE & RE-INSTALLATION

placing different type/sized screws in separate bags/containers and clearly labeling their location or taping the screws into their correct position.

3. Put the hardware in zip lock bags. Write the location that the hardware was taken from on the bag with permanent marker or on a piece of paper placed into the bag. Include information such as the room, door, window, etc. Keep the bags of hardware in a plastic tote/bucket labeled with the room/floor/area it is from.
4. Re-install Hardware:
 - a. Refer to notes made during hardware removal.
 - b. Take extra care not to strip or over tighten screws.
 - c. Make sure everything works as well or better than it did before removal.

Tips:

- Take Photos
- Keep miscellaneous screws, etc., to use as replacements
- After removing hardware, place screws in the item (hinge, door knob, etc.), secure with painter's tape as needed, alternatively screws can be pushed into a piece of cardboard/foam.
- Toothpicks can be placed in stripped wood screw holes to provide a secure fit.
- Steel wool can be placed in stripped metal screw holes to provide a secure fit.
- Teflon tape can be applied to loose screws to provide a more secure fit.
- When using a screw gun to install screws, adjust the torque setting to prevent stripping the screw head. Especially for soft and small screws, don't drive the screw all the way down with the screw gun, use a hand-held screwdriver to finalize tightening the screws. This increases control and avoids stripping the screw head.
- In some situations, installing screws completely with a hand screw driver may be the preferred, safest method, especially with slotted head or soft metal screws.

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