

<b>Topic:</b>	<b>Painting During Occupied and Unoccupied Hours</b>
<b>Effective:</b>	<b>March 2012</b>
<b>Revision Date:</b>	<b>March 2018</b>
<b>Review Date:</b>	<b>March 2021</b>
<b>Responsibility:</b>	<b>Superintendent of Facility Services</b>

**INTENDED PURPOSE:**

The Halton District School Board recognizes that painting of buildings and rooms must be undertaken. When possible painting will take place during unoccupied hours; however, painting during occupied hours may occur in order to address emergency repairs and renovation/alteration of an existing building.

**DEFINITION:**

Occupied hours: a school day, professional development day, the Monday through Friday prior to the Labour Day weekend. All other days are recognized as unoccupied for the purpose of this procedure.

**PROCEDURES:**

The following paint application practice is undertaken in order to minimize the potential of an allergic reaction to freshly painted materials.

1. Any potential paint application must receive approval from the Facility Services Department Supervisor.
2. The requirement to paint is generally not considered an emergency; therefore painting is to be performed under the following conditions:
  - a. Painting is to occur during unoccupied hours.
  - b. Adequate time is to be given in order to ventilate the painted materials prior to occupation.
3. Painting during the school year or during occupied school breaks (e.g. summer) must receive authorization from both the Facility Services Department and the principal or designate. The occupants (staff) will be advised 48 hours in advance with the following information: location, timing, type of paint accompanied by the Material Safety Data Sheet (MSDS).
4. The covering up of inappropriate "graffiti" can be considered as urgent. If paint is required, then the school principal or designate is to be advised immediately so staff can be informed.
5. Environmentally sustainable paint is to be used in all applications.