

## Paint Request Form

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

Rooms/Area to be painted: \_\_\_\_\_

Color of paint to be used:	Color	Finish
_____	FHFH Lennox Tan	Eggshell
_____	FHFH Bleeker Beige	Eggshell
_____	FHFH Boothbay Gray	Eggshell
_____	FHFH Nantucket Gray	Eggshell

I understand and agree that painting will be completed following the guidelines of the Fort Hood Family Housing **Interior Paint Policy** and that I will be responsible for the cost of the paint. If I have chosen to use a color or finish *not* included in the Approved Color Palate, it is my responsibility to prime the painted walls prior to move out or pay a fee per room payable upon move out. This fee will cover the cost of supplies and labor to restore the walls to their original condition. If I have chosen to paint using an approved color and finish and have followed the Interior Paint Policy, I may leave the painted wall(s) as-is at move out.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REV 6/17

## **Interior Paint Policy Guidelines**

- ✓ Do not scrape or sand the existing paint on the walls.
- ✓ Keep the paint exclusive to interior walls with one single color and no patterns.
- ✓ Paint cannot be applied to the following surfaces:
  - ≈ Ceilings
  - ≈ Doors
  - ≈ Door jambs
  - ≈ Cabinets
  - ≈ Countertops
  - ≈ Light switches
  - ≈ Electrical outlet covers
  - ≈ Baseboards
  - ≈ Floors
  - ≈ Windows
  - ≈ Window frames
  - ≈ AC Vent covers
- ✓ Use proper paint drop cloths to protect the flooring.
- ✓ Utilize paint tools to minimize excess paint and splattering. Utilize a paint roller to cover large areas and painters tape for clean lines.
- ✓ Quickly wipe paint that spills or is applied to a surface accidentally.
- ✓ If paint spills on the carpet, use a paper towel to absorb it and quickly clean the area with a wet cloth to remove the remaining paint.
- ✓ Move everything out of the room prior to painting to give you the space needed to work.
- ✓ Take any unused leftover paint to the classification unit located on North Road for disposal. You can also store the paint with a closed lid away from heat sources or at high temperatures. Read the paint label for proper storage instructions.
- ✓ Ensure all safety precautions are followed while painting.



## Paint Request Form

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

Paint request approved: \_\_\_\_\_  
Fort Hood Family Housing Representative

Paint request denied: \_\_\_\_\_  
Fort Hood Family Housing Representative

Reason(s) for disapproval of request:

\_\_\_\_\_  
\_\_\_\_\_

### Approved Paint Location:

PPG Paints™, 3712 E Veterans Memorial Blvd  
Killeen, TX 76543 (254) 699-3000