Interior Painting Checklist

Job		Date	
Address		Crew lead	

Before the truck leaves

Item	Done	Initials
Colors, sheens and locations confirmed against the signed color record, not against memory		
Materials loaded to the estimated quantity, with the waste allowance included, plus the correct primer		
Sundries checked: tape, filler, caulk, sanding grit range, blades, liners, rags, trash bags		
Access confirmed: key or code, parking, alarm, pets, working hours agreed with the customer		

Arrival and protection

Item	Done	Initials
Walkthrough done with the customer, existing damage pointed out and noted before work starts		
Staging area established, one location only, off the finished flooring		
Floors covered wall to wall, edges taped down, walkways secured against slipping		
Furniture moved to the center and covered, or removed, with fragile items handled by the owner		
Switch plates, vents, hardware and fittings removed and bagged with a label per room		

Prep

Item	Done	Initials
Walls washed where grease, smoke or hand marks are present, and allowed to dry		
Holes, dents and cracks filled, with the correct product for the depth of the defect		
Repairs and glossy surfaces sanded, dust vacuumed rather than brushed onto the floor		
Gaps and joints caulked after sanding, tooled off, and given the time they need to skin		
Stains, water marks, knots and bare filler spot primed and checked in raking light		

Paint

Item	Done	Initials
Ceilings cut and rolled before any wall coat begins		
Walls cut in one wall at a time and rolled into a wet edge		
Second coat applied only after the first is dry to the manufacturer recommendation, not to the clock		
Trim, doors and frames painted last, or sprayed off site and installed		
Tape pulled at the right moment, edges checked for bleed and cut back where needed		

Finish

Item	Done	Initials
Every room inspected under a work light held at a low angle, not under the room light		
Hardware and plates refitted, and the correct ones back in the correct rooms		
Leftover paint labeled by room and color, and left with the customer		
Site cleared, floors vacuumed, waste removed rather than left in the customer trash can		
Final walk booked with the customer while you are still standing in the house		

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