METHOD STATEMENT

FOR

PAINTING WORKS

PROJECT:	[Write Your Project Name Here]
CLIENT:	[Write Your Client Name Here]
MAIN CONTRACTOR:	[Write Your Main Contractor Name Here]
PMC:	[Write Your PMC (Project Management Consultant) Name Here]
CONSULTANT:	[Write Your Consultant Name Here]

R. N	Revision	Date	Prepared by	Checked by	Approval by
MS-015	0.0	19/10/2013	[Here]	[Name Here]	[Name Here]

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1.0. PURPOSE

The purpose of this document is to present in detail the methodology, sequence and materials / equipments needed to carry out different types of painting works. It includes site preparation works, mixing materials, surface preparation and application methods for each coat, site safety, inspections, and related activities to complete the works in accordance with project specifications, shop drawings and materials approved by the engineer.

2.0. SCOPE

The scope of work described in this method statement is applicable for all painting works at internal and external areas of the walls and ceilings as shown in the finishing schedules and approved shop drawings by the engineer.

3.0. REFERENCES

- Architectural Shop Drawings and finishing schedules.
- Manufacturer's Product technical data sheets and recommendations

4.0. DEFINITIONS

Client: [Client Name Here]
Consultant/engineer: [Consultant/Engineer Name Here]
Contractor: [Contractor Name Here]
MS: Method Statement
HSE: Health Safety & Environment
ITP: Inspection and Testing Plan
QCP: Quality Control Procedure
ITL: Independent Testing Laboratory
ITR: inspection and testing request

5.0. RESPONSIBILITIES

5.1. Project Manager

- The Project Manager shall review and approve the methodology for the execution of the works and ensure that the works are implemented in an efficient manner.
- The Project Manager is generally responsible for the overall project execution, quality and safety.

5.2. Construction Manager

- The Construction Manager is responsible for the implementation of a statement method and ensures that all involved site construction personnel are aware of this method statement, finishing schedules and shop drawings are followed.
- He shall ensure that execution of works shall be carried out in safe manner.
- He will also be responsible for monitoring of the work progress on daily basis to ensure activities are accomplished as per the construction program.

5.3. Site Engineer/Supervisor

- The Site Engineer/Supervisor shall ensure that the works are carried out according to the design, finishing schedules, approved shop drawings and procedures.
- He will be responsible on behalf of the contractor to coordinate, check and follow up the work and ensure that proper sequence of activities is followed to achieve target completion.
- He will ensure that safe work practices are followed for all works under his care. Coordinates with other trades/ electrical boxes / services and ensures all MEP services are in place, and all necessary inspections have been carried out.

5.4. MEP coordinator / Engineer

- The MEP coordinator / Engineer will coordinate with the Construction Manager/ Site Engineer in advance of all MEP installation works interfacing in line with painting work schedules and progress.
- He will coordinate with MEP subcontractor and ensure that all MEP fittings identified and located are completed.
- He will submit separate ITR to the Engineer for MEP services / installations were shown in the approved shop drawings.
- A copy to be forwarded to the QA/QC Engineer for all submitted ITR and copy of approvals.

5.5. QA/QC Engineer

- The QA/QC Engineer shall ensure that the works are carried out in accordance with the requirement of quality control.
- He shall ensure that all ITP requirements are met.

- The QA/QC Engineer shall ensure that all necessary ITR and Checklist for inspection and testing are processed and put forward to the Engineer for notification.
- He shall ensure that materials being used are in accordance with project specifications and approved by the engineer.

5.6. Surveyor

The Surveyor in conjunction with Site Engineer/Supervisor shall be responsible for setting out the lines, levels and alignment for works and other dimensional requirements in accordance with approved shop drawings as necessary.

5.7. HSE Engineer

- The HSE Engineer will monitor and implement all HSE related issues.
- He shall ensure that all necessary requirements regarding health, safety and environment concerns, risk assessment are met and adhered to.
- The HSE Engineer shall ensure that all permits and authorization are on hand prior to starting any site operation (if required).

5.8. Foreman

The Foreman will be responsible to carry out the work in safe manner and to supervise the work force together with the proper execution and monitoring of works, and all appropriate checks will be carried out during progressive and completion stage of concrete works.

5.9. Subcontractor

The [Subcontractor Name Here] is responsible for application of all painting works at internal and external areas of the walls and ceilings as per the project specifications, finishing schedules, shop drawings, materials, method statements and manufacturer instructions.

6.0. EQUIPMENT

- Rubbing stone, scrapper
- Sandpaper
- Masking Tape
- Power supply and Lighting (for work at night / dark places)
- Paint Roller, Paint brush, Trowel

- Air less spray gun, conventional spray gun

7.0. PROCEDURE

7.1. Pre-construction stage

- Prior to start of painting works, ensure that this document together with the following documents are submitted and approved by the engineer.
- Schedule of finishes for painting. QCP, ITP, and Checklist Material approvals.
- Acceptance of materials by the engineer upon delivery at the site (Material Verification Records) Sequence of works Check the area is ready for application of painting at internal areas of the walls and ceilings and ensure that all necessary materials, accessories, tools and equipment are available.

7.2. Product Delivery, storage & handling

- Protect materials from damage during delivery, storage and installation.
- Materials which have been damaged during delivery must be removed from site.
- Store materials only in closed / sealed cans.
- Do not exceed storage temperatures of approximately $40 - 45^{\circ}C$.
- Store the paint in sheltered but well-ventilated areas.
- Materials shall be stored as per manufacturer's recommendations and instructions.

7.3. Material inspection

Upon delivery of painting materials to the site, the contractor shall notify the engineer in advance for inspection and acceptance of the materials.

7.4. Mockup

- Before starting the application process, mockup for each type of paint finish shall be done on site at locations as designated by the engineer.
- Sequence of application shall be witnessed by the engineer's representative.
- Mockups shall be executed using approved materials, number of coats, color and texture.
- Approved mockup will be retained until the completion of the work. It will serve as a

7.5. Surface preparation

- Clean floors and adjacent surfaces as well as the surface to be painted prior to commencement of the work.
- Cut out, if required, defects in the plaster surface and redo plaster flush with adjoining surfaces.
- Cracks, if existing, in plaster shall be repaired with approved Crack fill materials as per the approved Method Statement.
- Prior to commencement of work, all items not to be painted including electrical switch and outlet plates, surface hardware and frames of lighting fixtures Remove all foreign matter from the surfaces to be painted.
- Test surfaces for moisture content and do not apply paint if moisture content exceeds 8% (as per specifications and agreed by the paint manufacturer).
- Cement plastered surfaces to be rubbed down with rubbing stone, sandpaper or scraper and cleaned of dust prior to painting.
- Concrete ceilings shall be rectified for imperfections in level at formwork joints by grinding. All laitance, traces of release agent, oil grease, etc. shall be removed from all surfaces to be painted.

7.6. Paint system for internal walls and ceilings

7.6.1. Washable emulsion paint for Interior Plaster walls - Silk Finish

Proposed paint system 1 Coat PVA Emulsion Primer 2 Coats Stucco As per approved MAR 3 Coats Fenomastic Emulsion Silk

Mix materials thoroughly before application by a clean & planned wooden stick until materials achieve homogeneity in thickness and tone.

Primer and paint materials of this paint system can be diluted with fresh water, if required, up to a maximum of $5 - 10\%$ (as per manufacturer's recommendations).

Stucco can be diluted with fresh water to a workable consistency but not to an extent of destroying the filling properties (as per manufacturer's recommendations).

Apply 1 coat PVA emulsion primer by roller to cover whole wall surface and allow it to dry for 2 to 4 hours (as per Manufacture's Recommendations).

When the primer coat is dry, touch up all visible suction spots. Do not proceed unless all suction spots are sealed. Apply first coat of stucco and allow drying from 6 to 8 hours (as per Manufacturer's Recommendation).

Ensure that corners and angles are cut straight.

- Apply second coat of stucco and again allow drying from 6 to 8 hours.
- Rectify imperfections by touch with stucco followed by sanding.
- Sand down with sandpaper to receive a smooth surface and remove the chalk dust.
- Ensure undulations and uneven angles and corners are corrected prior to applying base coat.
- Apply a base coat of paint and allow it to dry for 2 to 6 hours (as per manufacturer's recommendations).
- Keep the roller joints above eye level.
- Apply first paint coat and allow it to dry for 2 to 6 hours (as per manufacturer's recommendation).
- Sand surfaces slightly between each coat.
- Apply final coat and paint only after all other works are complete and HVAC system is functional.
- Apply final coat by roller as above.

7.6.2. Washable emulsion paint for interior Concrete and Gypsum board ceiling - Matt finish

Proposed paint system 1 Coat PVA Emulsion Primer 2 Coats Stucco As per approved MAR 3 Coats Fenomastic Emulsion Matt

*Note: 2Coat paint system as per manufacturer's recommendation)

Mix Materials thoroughly before application by a clean & planned wooden stick until material achieves homogeneity in thickness and tone.

- Primer and paint materials of this paint system can be diluted with fresh water, if required, up to a maximum of $5 - 10\%$ (as per manufacturer's recommendations).
- Stucco can be diluted with fresh water to a workable consistency but not to an extent of destroying the filling properties (as per manufacturer's recommendation).
- Apply 1 coat PVA emulsion primer by roller on Concrete & Gypsum Board ceilings to cover whole surfaces and allow drying for 2 to 4 hours (as per manufacturer's recommendation).

- When the primer coat is dry, touch up all visible suction spots. Do not proceed unless all suction spots are sealed.
- Apply first coat of stucco and allow drying for 6 to 8 hours (as per manufacturer's recommendation).
- Ensure that corners are straight in alignment.
- Apply second coat of stucco and again allow drying from 6 to 8 hours.
- Rectify imperfections by touch up with stucco followed by sanding.
- Sand down with sandpaper to receive a smooth surface and remove the chalk dust.
- Apply a base coat of paint and allow it to dry for 2 to 6 hours (as per manufacturer's recommendation).
- Sand surface slightly between each coat.
- Apply first coat (final coat) of paint only when HVAC system is functional and allow it to dry for 2

7.7. Paint system for external walls and ceilings

7.7.1. Epoxy paint for external surfaces with polyurethane topcoat

Proposed paint system

1 Coat Penguard Clear Sealer 1 Coat Penguard HB primer 1 Coat Penguard Texo, Texture 2 Coats Hardtop XP, Topcoats

as per approved MAR

- Mix thoroughly sealer (Penguard Sealer) base and hardener in the ratio of 4:1. The mixture can be diluted with Jotun thinner no. 17 from 15 to 20% as per manufacturer's recommendations.
- Apply the mixture by roller to cover whole surface and allow drying for minimum 8 hours as per manufacturer's recommendation.
- Mix thorough primer (Penguard HB) base and hardener in the ratio of 4:1. The mixture can be diluted with Jotun thinner no. 17 from 15 to 20% as per manufacturer's recommendations.
- Apply the mixture by roller over dried and cleaned sealer coat and allow drying for minimum 8 hours as per manufacturer's recommendation.

- Mix thoroughly texture (Penguard Texo) base and hardener in the ratio of 4:1. The mixture can be slightly diluted with Jotun thinner no. 17 to an extent so to attain the required texture as per manufacturer's recommendations.
- Apply the mixture by spray gun over dried and cleaned primer coat and allow drying for minimum 8 hours as per manufacturer's recommendation.
- Mix thoroughly Topcoat (Hardtop XP) base and hardener in the ratio of 10:1. The mixture can be diluted with Jotun thinner no. 10 from 5 to 10% per manufacturer's recommendation.
- Apply the mixture with a roller over dried and cleaned texture coat and allow drying for minimum 5 hours as per manufacturer's recommendation.

7.8. Cleaning and Protection

- Cleaning and painting are scheduled properly so that dust and other contaminants from the cleaning process will fall on wet, newly painted surfaces.
- Ensure at the end of each day's work remove rubbish, empty cans, rags and other discarded materials from the work area.
- Protect adjacent/other works from damages due to the painting works. If damages, correct by cleaning, repairing, replacing and recoating as directed by the engineer.
- After completing the painting work, clean glass and spattered surfaces. Remove spattered coatings by washing, scraping or other suitable methods, be careful not to scratch or damage adjacent finish surfaces.
- After Construction activities of other trades are completed touch up and restore damage or defaced coated surfaces.

8.0. HEALTH AND SAFETY REQUIREMENTS

- All work shall be performed in accordance with the HSE Guidelines and Contractor HSE plan and procedures.
- Site Engineer/Supervisor will ensure that Personal Protective Equipment is always worn by site personnel during construction activities.
- Prior to commencement of any activity, all operatives will be given a general site safety induction by Safety Officer; the Site Engineer/Supervisors will also conduct Toolbox talks and method statement briefings to the personnel involved in operation.

- Attendance records will be regularly updated. General PPE for all operatives will consist of safety footwear, safety helmets and high visibility vest.
- Specific PPE will be issued as necessary. Operatives working with painting works will wear hand gloves and dust masks.
- Other PPE requirements will be addressed as the work proceeds and other hazards become a factor i.e. working at height and leading edge of a structure.
- Avoid skin contact. Spillage on the skin should immediately be removed with suitable cleanser, soap and water.
- Eyes should be well flushed with water and medical attention immediately.
- Any lifting equipment used for lifting operations should have a valid certificate by a third-party agency.
- As the work proceeds, adequate work platform and scaffolding to be provided where necessary.
- Proper edge protection shall be provided, if it is not practicable to provide edge protection, safety harnesses will be worn, fixed to suitable anchor points.

9.0. ATTACHMENTS

ITP. checklist.

QUALITY CONTROL PROCEDURE FOR PAINTING WORKS

1.0. PURPOSE

The purpose of this procedure is to ensure quality control is achieved during painting work and to ensure the documentation is produced for recording fundamental checks at each stage of work in compliance with the manufacture's product data sheets, method statement, specifications and approved shop drawing requirements.

2.0. SCOPE

The scope of work described in this method statement is applicable for all painting works at internal and external areas of walls and ceilings as shown in the finishing schedules and approved shop drawings by the engineer.

The procedure covers the quality control inspection of surface preparation prior to painting, priming coat and application of successive coats as per approved painting system, to verify the specified requirements are met in accordance with the specifications, approved materials and drawings.

3.0. REFERENCES

- MS-
- ITP-
- CECKLIST-
- Specification: Section 09900 division 9 Volume 2, Part A & B.

4.0. DEFINITIONS

MS: Method Statement
ITP: Inspection and Testing Plan
HSE: Health, Safety & Environment

QC: Quality Control
QCP: Quality Control Procedure
ITR: Inspection and Testing Request for Approval
ITL: Independent Testing Laboratory

5.0. RESPONSIBILITIES

5.1. Project Manager

The Project Manager shall review and approve the methodology for the execution of the works and ensure that the works are implemented in an efficient manner. The Project Manager is generally responsible for the overall project execution, quality and safety.

5.2. Construction Manager

The Construction Manager is responsible for the implementation of approved method statement and relevant procedures. He will ensure that all involved site personnel are aware of the method statement, relevant procedures and shop drawings are followed on the site. He will be responsible for the monitoring of the work progress on daily basis to ensure activities are accomplished as per the construction program.

5.3. Site Engineer/Supervisor

The Site Engineer/Supervisor shall ensure that the works are carried out according to design, approved shop drawings and procedures. He will be responsible for coordinating, checking and follow up the work and ensuring that proper sequence of activities is followed to achieve target completion. He will ensure that safe work practices are followed for all works under his care. Coordinates with other trades/ MEP services and ensure all MEP installations are in place, and all necessary inspections have been carried out.

5.4. MEP coordinator / Engineer

The MEP coordinator / Engineer will coordinate with the Construction Manager / or Site Engineer in advance of all MEP installation works interfacing in line with ongoing work. He will coordinate with MEP subcontractor and ensure that all MEP installations identified and located are completed where indicated in the drawings. He will submit separate ITR to the Engineer for MEP services/installations were shown in the approved shop drawings. A copy to be forwarded to the QA/QC Engineer for all submitted ITR and copy of approvals.

5.5. QA/QC Engineer

The QA/QC Engineer shall ensure that work is carried out in accordance with the requirement of quality control. He shall ensure that all ITP requirements are met. The QA/QC Engineer shall ensure that all necessary ITR and Checklist for inspection and testing are processed and put forward to the Engineer for notification. He shall ensure that all relevant materials are inspected and approved by the engineer prior to use at site and all related records are maintained

5.6. HSE Engineer

The HSE Engineer will monitor and implement all HSE related issues. He shall ensure that all necessary requirements regarding health, safety and environment concerns are met and adhered to. The HSE Engineer shall ensure that all permits and authorization are on hand prior to starting any site operation (if required).

5.7. Foreman

The Foreman will be responsible to carry out the work in safe manner and to supervise the work force together with the proper execution and monitoring of works, and all appropriate checks will be carried out during progressive and completion stage of stonework.

5.8. Subcontractor

The [Subcontractor Name Here] is responsible for application of all painting works at internal and external areas of the walls and ceilings as per the project specifications, finishing schedules, shop drawings, materials, method statements and manufacturer's instructions.

6.0. PROCEDURE

6.1. Preliminary Checks

Prior to start of painting works, ensure that this document together with the following documents are submitted and approved by the engineer.

Schedule of finishes for painting QCP, ITP, Checklist Material approvals Acceptance of materials by the engineer upon delivery at site (Material Verification Records) Sequence of works Check the area is ready for application of painting at internal and external areas of the walls and ceilings and ensure that all necessary materials, accessories, tools and equipment are available.

6.2. Quality Control Checks

6.2.1. Delivery, Storage, handling and inspection of materials

- Check and ensure the following upon delivery of materials at site.
- Delivery, storage and handling of painting materials are in strict compliance with the manufacturer's written instructions and method statement.
- Materials delivered at site should be of the same type, shade and category of approved materials selected by the engineer.
- Proper labels shall be available on the packages.
- Painting materials shall be stored under shade in areas designated as paint storage.
- All painting materials shall be delivered in containers and stored in a dry, cool, well-ventilated space and away from source of heat and ignition.
- Containers shall be kept tightly closed.
- Contractor shall notify the engineer through MVR in advance for inspection and acceptance of the materials delivered to site prior to incorporation into the works.

6.2.2. Co-ordination

Prior to commencement of painting works, coordinate and check that all architectural, mechanical and electrical work is completed and ensure that all the related MEP work inspections approved by the engineer.

6.2.3. Mock-up

- Check mock-up is completed at a location in the building as designated by the engineer for engineer approval prior to proceeding with the painting works for the following.
- Internal walls and ceilings. External walls and ceilings.

6.2.4. Surface preparation

- Check and ensure that the surface preparation is done as per Method Statement and manufacturer recommendations for each type of substrate and respective paint systems as described in the attached method statement.
- Check and ensure the surface is prepared by removing all loose particles from minimum 3 weeks old dry plaster surface, manually with rubbing stone, scrapper and sandpaper etc. Check and ensure that the surface is free from any undulations and any protrusions.

6.2.5. Primer application

- Check and ensure that application of primer on different types of substrates is done as per the manufacturer recommendations for each type of substrate and respective paint systems and described in the attached method statement.
- Ensure primer is diluted as per manufacturer when instructions and attached method statement, if required on different type of substrate and paint system as applicable.
- Ensure uniform application the substrate to achieve the good adhesion of subsequent coating.
- Check and ensure that drying time is for minimum 1 hour achieved prior to subsequent coats.

6.2.6. Application of filler coats (stucco)

- Check and ensure that application of stucco on different types of substrates is done as per the manufacturer's recommendations for each type of substances and respective paint systems as described in the attached method statement.
- Check and ensure that allowed to dry for minimum 8 hours prior to second coat.
- Check sanding is done to receive a smooth finish and remove the chalk dust.
- Check and ensure that duration between two coats (if any) is followed as per manufacturer's written instruction.

6.2.7. Painting Application

- Check and ensure that application of topcoats for painting different types of substrates is done as per the finishing schedules, manufacturer recommendations, for each type of substrate and respective paint system described in the attached method statement.
- Ensure topcoats of paint area are diluted as per manufacturer written instructions and attached statement method, if required on different types of substrates and paint system as applicable.
- Check the topcoats that are applied by roller evenly and uniform appearances.
- Check and rectify any imprecations further by touching up with stucco, sand, touch up with finish coat. Check final coat is applied evenly and has a uniform appearance.
- Ensure that drying time is strictly followed as per the manufacturer written instruction.

6.2.8. Cleaning and protection

- Ensure cleaning and painting is scheduled properly so that dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- Check and ensure at the end of each day's work, remove rubbish, empty cans, rags and other discarded materials from the work area.
- Protect adjacent / other works from damage due to the painting works. If any damages, correct by cleaning, repairing, replacing, and recoating as directed by the engineer.
- Check after completing the painting work, clean glass and spattered surfaces.
- Remove spattered coatings by washing, scrapping or other suitable methods, be careful not to scratch or damage adjacent finished surfaces.
- Check the Construction activities of other trades are completed touch up and restore damage or defaced coated surfaces.
