

GUIDELINES ON REPAINTING WORKS

A. PRELIMINARY CONDITIONS

1. Proposal for repainting to be submitted and approved by the Development Division. The proposal shall include the followings:
 - a) Recommendation from the Dean/Director/Principal of Mahallah and RSD (whichever relevant)
 - b) Areas to be painted (including photos)
 - c) Work programme
 - d) Method of statement
 - e) List of team members
 - f) Type of paints (to attach the catalogue from selected paint manufacturer indicating the paint product and colour code)
 - g) Total area to be repainted (in square meter)
2. Only internal painted surfaces with minimal surface preparation is allowed.
3. Painting to the following areas shall be avoided:
 - a) External area
 - b) High level area more than 3m height since it involves safety risk.
 - c) Steel and ironwork and timberwork since detailed technical preparation required.
 - d) Surfaces with cracks and marks of leakages
 - e) Damp or mouldy surfaces, heavily stained or flaking/spalling walls
 - f) Surfaces with laminated finish e.g. wood panel
 - g) Surfaces with cladding e.g. metal, tiles, acoustic panel
 - h) Surfaces with sand/pebbles/marmoran finish
 - i) Wall with wall paper and glass panel
 - j) Signages
4. The repainting works must be supervised by technical person from DBSB or Development Division.
5. The quantity of paints required shall be determined by the respective applicants.

B. TYPE OF PAINTS

1. Type of paints used shall be of eco-friendly and must be approved by the Development Division.
2. Original colour scheme must be maintained.
3. Approved brands:
 - a) ICI Paint
 - b) Jotun Paints
 - c) Nippon Paint
4. To read carefully and fully understand the technical data, surface preparation, application method, mixing method (if any), cleaning method and most importantly the Safety Precaution printed on the paint can.

C. PROCEDURES FOR REPAINTING

C1. General

1. Do not paint during rainy days due to higher humidity.
2. Do not paint over trunking, conduit, cables, fittings and ironmongeries.
3. For safety reason, first aid kit must be made available within the work area.

C2. Surface Preparation

1. Surfaces to be repainted shall be dry, free from dirt, fungus, oil, grease and old loose paint.
2. All holes and dents shall be filled.
3. All prime surfaces shall be inspected and approved by the Development Division before commencement of painting works.

C3. Repainting Works

1. During painting, care shall be taken to prevent stain or damage to other items.
2. Mock-up sample area shall be prepared for inspection and approval by the Development Division.
3. Any repainting works carried out not to the satisfactory of the Development Division shall be made good and touched up.

C3.1 Repainting Existing Plastered or Masonry Surfaces

1. If the existing paintwork is still intact, the surface shall be cleaned, washed down and allowed to dry completely. The surface shall then be applied with two coats of emulsion paint.
2. If the existing paintwork is loose or chalky, the paint shall be removed by scraping and the surface shall be washed. All imperfections shall be made good and the surface shall be allowed to dry completely. The surface shall then be applied with one undercoat followed with two finishing coats of emulsion paint.

C4. Upon Completion

1. All paint marks left on other surfaces shall be removed and cleaned by the applicants.
2. Any stain or marking on finished paintwork shall be removed and touched up by the applicants.
3. The Development Division to be notified upon completion for inspection and all works carried out shall be to the satisfaction of the Development Division.