

	Policy No.	Replaces	Policy
	E.411	ARM 1035	Executive
	Policy Name		
PAINTING OF OFFICES/WALLS – WALL COLOUR			
Approved by	Responsibility		Category
Executive	VP, Finance & Administration		Health, Safety & Environment
Date Issued	Date Revised	Revision	Related Policies, Reference
Feb. 7, 2001	Aug. 11, 2010	1	

PURPOSE

To minimize the cost of painting.

POLICY

Offices or office areas will be re-painted only when, in the judgement of the Director of Facilities, they need re-painting.

Office re-painting may also occur as part of a major renovation/upgrade to an area. In both cases, the cost of re-painting shall be covered by the University maintenance budgets.

Departments or individuals cannot authorize and/or pay for re-painting of offices or office areas.

When the Director of Facilities approves the re-painting of an office(s), the occupant(s) may choose a colour with the approval of the occupant(s) administrator.

When re-painting involves an open office area containing a number of occupants, the colour selection must be approved by the VP of the area.

Final approval is required by the Director of Facilities.