

# Painting During Occupied and Unoccupied Hours

## Administrative Procedure

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| <b>Topic:</b>          | <b>Painting During Occupied and Unoccupied Hours</b> |
| <b>Status:</b>         | <b>Active</b>  |
| <b>Effective:</b>      | March 2012   |
| <b>Revision Date:</b>  | January 2024   |
| <b>Review Date:</b>    | January 2028   |
| <b>Responsibility:</b> | Superintendent of Facility Services and Planning     |

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### Intended Purpose

The Halton District School Board recognizes that painting of buildings and rooms must be undertaken for ongoing maintenance and upkeep. When possible painting will take place during unoccupied hours; however, painting during occupied hours may occur in order to address unique circumstances, emergency repairs and renovation/alteration of an existing building.

### Definition:

**Occupied hours:** a school day, professional development day, the Monday through Friday prior to the Labour Day weekend. All other days are recognized as unoccupied for the purpose of this procedure.

### Procedures

The following paint application practice is undertaken in order to minimize the potential of an allergic reaction to freshly painted materials.

1. Any potential paint application must receive approval from the Facility Services Department Area Supervisor or Facility Services Project Manager.
2. The Asbestos Management in Board Facilities Administrative Procedure must be considered where preparation may involve breaking, cutting,

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- drilling, abrading, grinding, sanding or vibrating asbestos containing materials.
3. The requirement to paint is generally not considered an emergency; therefore painting is to be performed under the following conditions:
    - 3.1. Painting is to occur during unoccupied hours.
    - 3.2. Adequate time is to be given in order to ventilate the painted materials prior to occupation.
    - 3.3. Provisions for ventilation in unventilated spaces (stairways, for example), will be included in the project.
  4. Painting during the school year or during occupied school breaks (e.g. summer) must receive authorization from both the Facility Services Department Area Supervisor and the Principal. The occupants (staff) will be advised 48 hours in advance with the following information:
    - 4.1. Location of painting activities
    - 4.2. Schedule of activities
    - 4.3. Type of paint
    - 4.4. Safety Data Sheet (SDS) for all paint products being utilized
    - 4.5. Ventilation measures
  5. The covering up of inappropriate “graffiti” can be considered an emergency. If painting is required, the Facility Services Area Supervisor or Facility Services Project Manager will inform the Principal so staff can be informed.
  6. Every effort should be made to use environmentally friendly and sustainable paint.

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**Reference number: Pending**

**Cross-Reference:**

**Legislation**

Occupational Health and Safety Act

Construction Projects – O. Reg. 213/91

Designated Substance – Asbestos on Construction Projects and in Buildings and  
Repair Operations, O. Reg. 278/05

**Ministry Policy & Program Memoranda**

N/A

**Board Policies, Procedures & Protocols**

Board Policy – Health and Safety

Asbestos Management in Board Facilities Administrative Procedure

**Revision History**

Style template updated January 2024 (Administrative Procedure Update Report  
24010); prior revision history not recorded.