



FRATERNITY / SORORITY FLOOR PAINTING PROJECT GUIDELINES

The following procedures apply when Fraternity and Sorority Chapters wish to paint the exterior side of room doors on their floors:

1. Submit a completed "Painting Project Request" form to the Director of Residential Life
2. The Director of Residential Life (or her/his representative) may meet with the student(s) who have proposed the project, to discuss the procedures and review the design. S/he will forward the request to the Assistant Director of Student Programs and the Director of Buildings and Grounds for review.
3. If the request is denied, the student(s) will be provided feedback, so that an alternate request may be submitted.
4. If the request is approved, the student(s) should initiate contact with the Director of Buildings and Grounds, who will work directly with the students concerning paint, colors, surface preparation, proper painting technique, and clean up procedures. All paint must be approved by the College. No acrylic paint is permitted.
5. Buildings and Grounds staff will inspect the completed project and may require corrective actions.
6. The Chapter must provide all materials (paint, brushes, rollers, paint cans/pans, drop cloths, rags, cleaning materials, etc.)
7. A \$100.00 deposit is required for all approved projects at the time the request is approved (a check made out to "Lycoming College," submitted to the Office of Residential Life). The deposit will be returned when the project is satisfactorily completed. If corrective action (i.e. repainting, cleaning) is required, the cost will be deducted from the deposit. Any additional costs will be billed to the residents of the unit responsible for the painting project.
8. Chapters may not paint heaters, fire doors, bathrooms, or fixtures (fire alarms, water fountains, etc.).
9. In the event of a floor change, Chapters may request for the College to paint the hall corridors and lounges of the new floor.
10. To request hall corridors and lounge painting, submit a letter to the Office of Residential Life outlining the project. Include drawings and colors requested. The more detailed the request, the better the outcome of the project.
11. Any questions concerning these guidelines should be addressed to the Office of Residential Life.