

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities
AREA: Facilities Management and Maintenance Information

Number: 09.04.03

SUBJECT: Paint Palette for Interior Use
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I. PURPOSE AND SCOPE

The purpose of this document is to define the color palette available to be used as the standard on all new and existing building interiors at University of Houston.

II. POLICY

The University of Houston is committed to sustainable efforts along with effective and efficient use of our staff. This includes, but is not limited to, maintaining a specific paint palette for interior facility painting across campus in order to limit the number of gallons of paint being stored and/or disposed.

III. DEFINITIONS

- A. F/CM – Facilities/Construction Management, a department of the Administration and Finance division that includes Minor In-House Construction, Facilities Services, and Facilities Planning & Construction.
- B. FS – Facilities Services, an area of the Facilities/Construction Management department (713-743-4948). FS performs all the maintenance painting at the University of Houston.
- C. FPC – Facilities Planning & Construction, an area of the Facilities/Construction Management department. FPC performs all the major renovations and new building painting at the University of Houston.
- D. MIC – Minor In-House Construction performs the minor renovation painting at the University of Houston.

IV. INFORMATION ON THE AVAILABLE COLORS

- A. The interior paint palette choices are available on the [FPC website](#).
- B. The official Paint Palette document with real paint chips is available by e-mailing fixit@central.uh.edu or calling the FIXIT Customer Service Center at 713-743-4948.
- C. Printing the paint palette directly from the website document is useful as an informative document, but it should be noted that it will not give accurate paint colors due to color variations on printers and copiers.
- D. All standard colors of paint on the paint palette will be readily available on campus.
- E. All rooms shall have only one accent wall color and one of the two base colors for the other three walls.

- F. The standard sheen will be eggshell for walls and ceilings, while door frames are semi-gloss.
- G. Panda White is specified for the base color for all new buildings.

V. EXCEPTIONS TO THE INTERIOR PAINT PALETTE

- A. If an exception is requested (i.e., a custom color), it must be approved by the Dean of the college or the Vice President of the department before it is submitted to the F/CM department.
- B. Disposal fees for all custom colors will be charged to the project/work order. Fees vary by quantity.
- C. The college/department is responsible for returning all custom colored walls to the standard palette upon departure from the space via a new billable work order through Facilities Services.

VI. SERVICE REQUESTS AND BILLING FOR PAINTING

- A. If painting is needed, a service request should be submitted through the [FIXIT Customer Service Center](#).
- B. Neither faculty, staff, nor students are allowed to paint their own space.
- C. All painting for auxiliary buildings is billable painting.
- D. Painting in Education and General Buildings with spaces such as offices, conference rooms, labs and department-specific areas will be billable painting unless the paint is deemed by F/CM to be beyond its useful life in terms of appearance.
- E. For common spaces within the Education and General Buildings, touch-up painting is non-billable.
- F. Full painting in common spaces within the Education and General Buildings is billable unless the paint is deemed by F/CM to be beyond its useful life in terms of appearance.

VII. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Facilities/Construction Management
Review: Every five years

VIII. APPROVAL

/Raymond Bartlett/

Senior Vice President for Administration and Finance

/Renu Khator/

President

Date of President's Approval: September 21, 2021