



**Paints**



# Site Work Instructions v5

## 2012

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**This 2012 version replaces all previous versions of Site Work Instructions issued by ICI Paints Akzo Nobel, either through [www.duspec.com](http://www.duspec.com) (our web based specification tool) or produced by our Specification Account Managers or the Technical Advisors from our Technical Advice Centre at Slough.**

**The ICI Paints Akzo Nobel Site Work Instructions v5 are split into easy reference sections as detailed above there is an Alpha Index to assist you in finding specific clauses.**

**Not all of the clauses contained in this document will have relevance to your project. Please refer to the Paint Schedule and System Sheets that comprise your specification for details of relevant clauses and guidance notes.**

**Further copies of ICI Paints Akzo Nobel Site Work Instructions can be obtained by contacting the Technical Advice Centre on [www.duluxtrade.co.uk](http://www.duluxtrade.co.uk) or by telephone on 0870 242 1100.**

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<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 1: Manufacturer and Brand Information</b>
<b>SW 1.01</b>	<b><u>Manufacturer Details</u></b> ICI Paints Akzo Nobel Wexham Road Slough Berkshire SL2 5DS
<b>SW 1.02</b>	<b><u>Materials Specified</u></b> The materials specified in our system sheets are from <b>Dulux Trade, Glidden Trade, Cuprinol Trade, Hammerite, Sikksens and Polycell Trade</b> Product Information Sheets and Safety Data Sheets are obtainable via <a href="http://www.duluxtrade.co.uk">www.duluxtrade.co.uk</a> , ICI Paint Distributors or the Technical Advice Centre by telephone on 0870 242 1100.
<b>SW 1.04</b>	<b><u>Repair Care Systems Limited.</u></b> Some materials specified in our system sheets are from <b>Repair Care International Limited</b> . Product Information Sheets and Safety Data Sheets are obtainable via ICI Paint Distributors, the Technical Advice Centre by telephone on 0870 242 1100, or by contacting Repair Care International Limited directly on 01487 830311. Further information is available via <a href="http://www.window-care.com">www.window-care.com</a>
<b>SW 1.05</b>	<b><u>Wallcoverings – Manufacturer Guidance</u></b> ICI Paints Akzo Nobel do not manufacture wallcoverings. The wallcovering manufacturers' advice should be sought at all times.
<b>Clause Reference</b>	<b>Section 2: Information on Conditions of Use</b>
<b>SW 2.01</b>	<b><u>Use of Specified Products</u></b> Coating materials to be obtained from the manufacturer and specified brand where indicated. It is not permissible to substitute the indicated brand. It is the responsibility of the painting contractor to familiarise him/her with these materials.
<b>SW 2.02</b>	<b><u>ICI Paints Akzo Nobel Systems</u></b> The 'DuSpec Systems are for Professional use only and are offered as a service to Specifiers & Contractors who require access to painting systems and represent the most commonly recommended painting specifications in the U.K. A 'Bespoke' Specification Service is available across the U.K. to Professional Specifiers & Contractors by contacting Dulux Trade Technical Advice Centre, ICI Paints Akzo Nobel, Wexham Road, Slough, Berkshire SL2 5DS. Tel: 0870 242 1100. ICI Paints Akzo Nobel will not accept responsibility for any unauthorised amendments or usage of the wording contained in the System sheets or in these Site Work Instructions v5. In order to achieve the optimum results it is important to adhere to the Systems and Site Work Instructions quoted.
<b>SW 2.03</b>	<b><u>Relevant Code of Practice</u></b> Care and attention must be employed when using the systems and the relevant British Code of Practice must also be complied with. BS 6150: 2006 Code of Practice for Painting of Buildings (or as amended) and BS EN ISO 12944: 1998 Paints and Varnishes - Corrosion Protection of Steel Structures by Protective Paint Systems (or as amended).
<b>SW 2.04</b>	<b><u>Relevant Information Sheets and Instructions to be Retained on Site</u></b> A copy of all the System sheets, Product Information, Health and Safety Information and Site Work Instructions supplied must be retained on site during the contract period for easy reference by site and visiting personnel.
<b>SW2.05</b>	<b><u>Building Repairs / Prior to Paint work</u></b> Prior to the start of the painting contract the Client and the Painting Contractor must agree arrangements with regard to repair work. Prior to Painting repairs to substrates which are to be coated must be undertaken by the Clients' choice of Contractor in advance of the expected painting start date. The aforementioned substrates must be dry in depth (where applicable) and have been accepted by both parties as in a suitable condition to paint. The notification procedures when, during the painting contract, a painter discovers damaged or missing substrates requiring replacement, must be in place and be clearly understood. The aforementioned replacement of substrate must be identified as <b>not</b> part of the painting contract and must therefore be undertaken by the Clients' choice of Contractor.

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 2: Information on Conditions of Use</b>
<b>SW2.06</b>	<p><b><u>Responsibility to Confirm Surface as Specified</u></b> It is expected of the <b>Painting Contractor</b> that he ensures/confirms that the surface to be painted is 'as described' in the System Sheet he is given. If the existing coating is not 'as described' (e.g. the existing coating is Solvent Based and not Water Based or the substrate is Galvanised Metal &amp; not Ferrous Metal) then it is the <b>Painting Contractor's</b> responsibility to report back to the Client and to then be instructed which alternative System Sheet to use.</p>
<b>SW 2.07</b>	<p><b><u>Instructions Provided Separately</u></b> Any instructions provided separately must be used in conjunction with the documents supplied.</p>
<b>SW 2.08</b>	<p><b><u>Full Extent of Work</u></b> Contractors must satisfy themselves as to the full extent of the work to be carried out, whether mentioned in the documents or otherwise.</p>
<b>SW 2.09</b>	<p><b><u>Measurements and Close Inspection</u></b> Measurements and close inspection must be made to enable accurate preparation of tenders.</p>
<b>SW 2.10</b>	<p><b><u>Representative Access</u></b> ICI Paints Akzo Nobel Representatives must be allowed free access to the work and any access equipment (ladders etc.) shall be provided by the Contractor immediately on request. The actual percentage of properties or work inspected and recorded will have been agreed with the client prior to commencement of the contract.</p>
<b>SW 2.20</b>	<p><b><u>COSHH Assessment</u></b> The contractor must carry out a full assessment of Risk as required under COSHH Regulations 1994, (or as amended) before commencing work.</p>
<b>SW 2.21</b>	<p><b><u>Preparation of Surfaces / Sequence of Work</u></b> The contractor must adhere to the detailed preparation of surfaces and sequence of work as laid down in these documents.</p>
<b>SW 2.22</b>	<p><b><u>Conditions Suitable/Unsuitable for Painting</u></b> Most coatings are dependent on the evaporation of the solvent or thinner at the initial drying stage. High or Low Temperature and/or High Humidity will affect coating application and can permanently affect the coating's performance. It is therefore recommended that application is not carried out when the temperature falls below 5 degrees centigrade (Solvent borne) or 8 degrees centigrade (Water borne) or when the relative humidity exceeds 80%. Consideration must also be taken regarding the temperature of the surface to which the coating is to be applied. Refer to <b>BS 6150: 2006 Code of Practice for Painting of Buildings</b> (or as amended) for further guidance.</p>
<b>SW 2.23</b>	<p><b><u>Personal Protection</u></b> Work in well ventilated areas. Use suitable personal protective equipment (respiratory, eye and skin), as necessary. Treatments for the removal of surface coatings (such as sanding, burning off, use of chemicals) may generate hazardous dust and/or fumes. Manufacturers advice should be followed at all times.</p>
<b>SW 2.24</b>	<p><b><u>Log of Ambient Conditions</u></b> Keep a log of ambient conditions during the course of the work in line with BS 6150 and ISO 12944: 1998 Paints and Varnishes - Corrosion Protection of Steel Structures by Protective Paint Systems (or as amended).</p>
<b>SW 2.25</b>	<p><b><u>Storage</u></b> Extremes of temperature and humidity during storage must be avoided.</p>
<b>SW 2.26</b>	<p><b><u>Accurate Logs and Records of Materials and Surfaces</u></b> Log all batch numbers and deliveries of materials used and the surface to which they are applied.</p>
<b>SW 2.27</b>	<p><b><u>Materials to be Thoroughly Mixed and Stirred</u></b> All materials must be thoroughly mixed or stirred before use unless otherwise directed and used in accordance with instructions from ICI Paints Akzo Nobel.</p>
<b>SW 2.28</b>	<p><b><u>Inspection of First Coats</u></b> First coats must not be applied until the surfaces have been inspected by the client and/or his/her agent.</p>

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 2: Information on Conditions of Use</b>
<b>SW 2.29</b>	<b><u>Inspection of Undercoats / Finishing Coats</u></b> No undercoats or finishing coats must be applied until the previous coat has been similarly inspected and approved by the client and/or his/her agent.
<b>SW 2.30</b>	<b><u>Effects on Foodstuffs / Commencing Food Operations</u></b> Where coating systems are quoted, the user must ensure that they have no harmful effects on the operatives or foodstuffs. Before re-starting to use foods or raw food materials, or before commencing any food handling operation, the client or his authorised representative must satisfy himself/herself that the area is thoroughly clean and free from odour and clear of all painting materials.
<b>SW 2.31</b>	<b><u>Documentation – Time Limitation</u></b> Due to the potential deterioration of the existing coatings and/or the potential deterioration of the existing substrates referred to within this project, the use of these specific project documents are limited to twenty - four months from their date of origination to the completion of the painting contract. It is recommended that this documentation be reviewed with the originator when completion of the project is greater than twenty - four months from the date of document origination. ICI Paints Akzo Nobel will not accept responsibility for any documentation relating to a project that exceeds this twenty - four period unless the documentation has been reviewed and approved by an ICI representative.
<b>SW 2.32</b>	<b><u>Volatile Organic Compounds</u></b> Products supplied for the carrying out of this specification are compliant with Statutory Instrument 2005 No. 2773 (Environmental Protection) - The Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products Regulations 2005.
<b>Clause Reference</b>	<b>Section 3: Substrates</b>
<b>SW 3.01</b>	<b><u>Concrete Floors – Moisture</u></b> It is important to ensure that the floor has an effective damp-proof membrane, no damp problems and a relative humidity in equilibrium with the surface of 75%. A small sheet of polythene left overnight and sealed flat to the surface will often give an indication that there is any moisture present – this test is indicative and not a guarantee that the substrate is dry.
<b>SW 3.02</b>	<b><u>Concrete Floors – Dry in Depth</u></b> Do not use on substrates that have not fully dried, e.g. New concrete floors may take up to 12 months to dry in depth depending on method of construction and depth of concrete. A relative humidity in equilibrium with the surface of 75% is required before any painting can be commenced.
<b>SW 3.03</b>	<b><u>Concrete Floors – Air Flow &amp; Humidity</u></b> In order to dry correctly, the coatings (especially waterbased types) require good air flow at temperatures above 10 degrees centigrade with a relative humidity below 85%. Do not recoat or use the floor until the coating is fully dry.
<b>SW 3.04</b>	<b><u>Concrete Floors – Unsuitable areas for use</u></b> Some floor paint systems are not suitable for externals or areas subjected to prolonged contact with wet vehicle tyres. We therefore recommend that if you are in any doubt, you should contact Dulux Trade Technical Advice Centre, ICI Paints Akzo Nobel, Wexham Road, Slough, Berkshire SL2 5DS. Tel: 0870 242 1100 for guidance.
<b>SW 3.05</b>	<b><u>Concrete Floors – Power Floated Concrete</u></b> Power-floated Concrete creates adhesion difficulties and therefore should not be painted without successful preparatory treatment. This can be done by either shot blasting, grinding or using a floor etchant, to the manufacturer’s recommendations. Shot blasting is the most successful treatment and should be considered where the concrete is particularly well polished; it can also often be more economic on large areas.
<b>SW 3.10</b>	<b><u>Walls – Areas of use</u></b> The systems for Walls and Ceilings are suitable for <b>Internal</b> Plaster, Render, Block, Approved Brick and Concrete, Plasterboards, Paperfaced boards, Cement boards, Calcium Silicate boards and Fibre Insulation type boards and <b>External</b> Render, Pebbledash, Tyrolean, Block, Approved Brick, Concrete, Cement Boards and Calcium Silicate Boards
<b>SW 3.11</b>	<b><u>Walls – Cleaning &amp; Repairing</u></b> See BS 8221:2000 Code of Practice for Cleaning and Surface Repair of Buildings (or as amended). This gives guidance on cleaning natural stones, brick, terracotta and concrete.

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 3: Substrates</b>
<b>SW 3.12</b>	<p><b><u>Walls - External Wall Repairs</u></b>  Building repairs should be carried out in advance of the start of the painting contract. See Clause SW 2.05 for further information.  All loose, hollow or defective rendering should be hacked off, and all large cracks cut out and defective or spalling bricks and concrete repaired and renewed with a suitable/matching material. All loose and defective pointing should be raked out and the surface brushed down to remove all dust and sandy material. The cleaned surface should then be prepared as appropriate and repoint with a suitable material. Allow to dry out completely. Remove any salts, loose sand or aggregate etc and *dust off. Cut out and make good cracks, holes and other imperfections with cement and sand and allow to dry out completely.  *When rubbing down dry and/or dusting off wear a suitable face mask to prevent the inhalation of dust. See SW 4.20 for further information.</p>
<b>SW 3.20</b>	<p><b><u>Wallcoverings – Surface</u></b>  All paintable wallcoverings must be firmly adhering to the surface and be free from paste on the face side before painting.</p>
<b>SW 3.21</b>	<p><b><u>Wallcoverings – Standard Types for Painting</u></b>  Lining papers, Woodchips, Glassfibre Wallcoverings, Duplex Embossed and High or Low Relief - type papers are purposely made for painting and can generally be painted with conventional emulsion type paints.</p>
<b>SW 3.22</b>	<p><b><u>Wallcoverings – Blown Vinyls</u></b>  Blown Vinyl's can sometimes be painted but will normally require a first coat of a Matt Vinyl emulsion.</p>
<b>SW 3.23</b>	<p><b><u>Wallcoverings – Pulp Type</u></b>  Pulp papers generally can be painted provided the inks do not cause staining.</p>
<b>SW 3.24</b>	<p><b><u>Wallcoverings – Putty/Hessian Type</u></b>  Putty - type wallcoverings need to be basecoated with an oil based paint, normally Eggshell. Hessians can be painted with conventional emulsion type paints but this can look unsightly as it tends to raise the fibres.</p>
<b>SW 3.25</b>	<p><b><u>Wallcoverings – Unsuitable Types for painting</u></b>  Vinyls, Washables, Silks, Handprints, Flocks, Metallics, etc. generally should <b>not</b> be painted. Previously painted wallcoverings are suitable for repainting with a similar type of paint provided the paper has been successfully painted before.</p>
<b>SW 3.26</b>	<p><b><u>Wallcoverings - Shaded</u></b>  All wallcoverings must be shaded before hanging and used in accordance with the specific wallcovering manufacturer's instructions.</p>
<b>SW 3.30</b>	<p><b><u>Wood –Areas of use</u></b>  For Construction purposes, wood that is deemed non-durable, and untreated, should be preservative impregnated, see BS 8413:2003.</p>
<b>SW 3.31</b>	<p><b><u>Wood – Resin &amp; Knots</u></b>  When encountering knots and resinous areas to be painted, apply two thin coats of a suitable Knotting Solution and allow to harden. For further guidance re knot content etc please refer to BS EN 942</p>
<b>SW 3.32</b>	<p><b><u>Wood - Arrises</u></b>  Prior to commencement of work to any window or item of joinery, the contractor may be requested to carry out an inspection of arrises. Allowance will be deemed to have been made within the tender sum for arrises to be created which comply with B.S.6150 Section 2 / 5 (Design, Specification and Organisation) or as amended:- a radius of 1 mm to 2 mm for timber other than sills and thresholds; sills and thresholds might need a 3 mm rounding.</p>
<b>SW 3.33</b>	<p><b><u>Wood - High Risk Joinery Sections</u></b>  Where instructed to do so, in all cases, completely remove all coatings from sills, lower horizontal members of frames and sashes, adjacent vertical rails to the height of 150 mm, and all weatherbars to doors. For all defective areas, other than those mentioned above, the entire member or section must be stripped back to the nearest joint.</p>
<b>SW 3.34</b>	<p><b><u>Wood - Dimensional Stability</u></b>  Dimensional stability is a key requirement for doors and windows. Low build stains are therefore not recommended for use on these substrates.</p>

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 3: Substrates</b>
<b>SW 3.35</b>	<b><u>Wood - Failed Joinery Sections</u></b> Where instructed to do so, use the appropriate Repair Method from the Repair Care International document "A Guide to Specifying Pre-Paint Repairs." See Clause SW 1.04 for further information.
<b>SW 3.36</b>	<b><u>Wood - Building Repairs / Replacement of Decayed Timber</u></b> Building repairs and the replacement of decayed timber with suitably preservative treated wood should be carried out in advance of the start of the painting contract. See Clause SW 2.05 for further information. Surfaces should then be allowed to dry out completely before painting.
<b>SW 3.37</b>	<b><u>Wood - Denatured Woodwork</u></b> Failure to remove denatured wood before painting is a common cause of premature paint failure. Ensure that all denatured wood is completely removed by *manual abrasion or by power sanding to produce new clean sound wood. *When rubbing down dry and/or dusting off wear a suitable face mask to avoid the inhalation of dust. (See SW 4.20 for further information.)
<b>SW3.38</b>	<b><u>Wood – Moisture Content</u></b> The moisture content of the timber should not exceed 18% for exterior use and 14% for interior use.
<b>SW 3.50</b>	<b><u>Metals – Complexity</u></b> The complexity of Metal as a Substrate is clearly illustrated on the <b>Condition of Previous Coating Table v2 (see Appendix 1)</b> . It can be notoriously difficult to identify specific types of metal and, very often, the type of specialist coatings which are commonly used. We therefore recommend that if you are in any doubt, you should contact Dulux Trade Technical Advice Centre, ICI Paints Akzo Nobel, Wexham Road, Slough, Berkshire SL2 5DS. Tel: 0870 242 1100 for guidance.
<b>SW 3.60</b>	<b><u>Plastics – Type of Substrate</u></b> There are many grades of plastics, not all of which can be painted. We therefore recommend that if you are in any doubt, you should contact Dulux Trade Technical Advice Centre, ICI Paints Akzo Nobel, Wexham Road, Slough, Berkshire SL2 5DS. Tel: 0870 242 1100 for guidance.
<b>SW 3.61</b>	<b><u>Plastics – Pipes &amp; Gutters</u></b> The plastic most commonly found in the Building Industry is in the form of plastic gutters and pipes. The surface is generally intended to be self- finished and so maintenance free. (See BS 6150:2006 Section 38 Plastics, or as amended, for further information).
<b>SW 3.62</b>	<b><u>Plastics – Type of Plastics</u></b> Some plastics systems are suitable for ABS and UPVC (plastic fittings and pipes) but refer to BS 6150:2006 Section 38 Plastics, or as amended, for further guidance regarding suitability.
<b>SW 3.70</b>	<b><u>Problem Surfaces – Areas of use</u></b> The systems quoted for Problem Surfaces are suitable for substrates such as Ceramic Wall Tiles, Laminates, Melamine, Glass, Anodised Aluminium, *Approved Grades of Powder – Coated Steel, and Stove Enamelled surfaces etc. * (some contain silicone oils to make them self cleaning and this could affect performance.)
<b>Clause Reference</b>	<b>Section 4: Preparation</b>
<b>SW 4.01</b>	<b><u>Painted Finishes / BS Code of Practice</u></b> The whole of the painted surfaces shall be finished in accordance with <b>BS 6150: 2006 Code of Practice for Painting of Buildings</b> (or as amended) and additional requirements quoted. The surfaces coated should exhibit a fair and even surface of constant colour, substantially free of brushmarks, fatty edges etc. Each coat shall be allowed to harden and rubbed down before the next coat is applied.
<b>SW 4.10</b>	<b><u>Dampness</u></b> No materials should be applied to surfaces that are structurally or superficially damp. All surfaces must be free from condensation, dirt etc before and during treatment. To prevent the re-occurrence of condensation, ensure that there is suitable ventilation.
<b>SW 4.11</b>	<b><u>Efflorescence</u></b> Where efflorescence is present, remove fluffy efflorescence deposits by rubbing with dry Hessian sacking at frequent intervals. Check salts do not return within 48 hours, before proceeding. Remove hard shiny efflorescence by careful *manual abrasion taking care not to damage the surface finish of the substrate. On new buildings it is advisable not to use solvent based paints for at least 12 months as this will allow the surface time to dry out thoroughly. *When rubbing down dry and/or dusting off wear a suitable face mask to avoid the inhalation of dust. (See SW 4.20 for further information.)

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 4: Preparation</b>
<b>SW 4.12</b>	<p><b><u>Internal Mould Growth</u></b> Mould growth on internal surfaces must be treated prior to the application of any subsequent paint coating. Surfaces which are contaminated with mould should be scraped to remove all heavy deposits before being treated with '<b>Dulux' Weathershield Multi-Surface Fungicidal Wash</b>. (By brush only). After 24 hours rinse off and allow to dry. A second treatment is sometimes required. Ensure all surfaces are fully dry before proceeding.</p> <p><b><u>Caution</u></b> '<b>Dulux' Weathershield Multi-Surface Fungicidal Wash</b> contains Disodium Octaborate and Benzalkonium Chloride. Read the label before you buy. Use pesticides safely. Fungicidal Wash should not be allowed to come into contact with foodstuffs.</p>
<b>SW 4.13</b>	<p><b><u>External Vegetable, Mould or Algae growth</u></b> Algae, moss, lichen and mould growths must be removed as far as is practicable by thorough scraping, followed by brushing with stiff fibre brushes. (Do not use wire brushes as strands can detach and could appear after re-painting as rust stains). To kill any residual growth, the affected surface should then be treated with '<b>Dulux' Weathershield Multi-Surface Fungicidal Wash</b>. After 24 hours rinse off and allow to dry. A second treatment is sometimes required. Ensure all surfaces are fully dry before proceeding. Do not apply in wet weather.</p> <p><b><u>Caution</u></b> '<b>Dulux' Weathershield Multi-Surface Fungicidal Wash</b> contains Disodium Octaborate and Benzalkonium Chloride. Read the label before you buy. Use pesticides safely. Fungicidal Wash should not be allowed to come into contact with foodstuffs.</p>
<b>SW 4.20</b>	<p><b><u>Rubbing Down &amp; Dusting Off</u></b> When rubbing down use a wet flattening process. Where it is not possible or practical to use a wet process, wear a suitable face mask when rubbing down dry and/or dusting off to avoid the inhalation of dust. When it is known or suspected that coatings contain lead refer to Clause SW 4.22 for further information. When preparing wood, wire wool and metallic brushes must not be used.</p>
<b>SW 4.22</b>	<p><b><u>Lead in Previous Coatings</u></b> All ICI Akzo Nobel paints are free from any added lead. However, the wood and metal surfaces of the building, especially if it is pre-1960, may have been decorated in the past with a paint made with lead pigments. Preparation and removal of such paint can be hazardous. For a free leaflet explaining how the surface should be prepared safely contact: ICI Paints Akzo Nobel Technical Group: ICI Paints Akzo Nobel, Wexham Road, Slough SL2 5DS. Tel: 0870 242 1100</p>
<b>SW 4.23</b>	<p><b><u>Fire Protection Systems</u></b> Where surfaces have been previously treated with fire retardant, check with the treatment manufacturer that the specified coating materials are compatible, and do not inhibit its performance. Inform the client of any discrepancy in coating system details and obtain instructions before proceeding with application.</p>
<b>SW 4.30</b>	<p><b><u>Friable / Powdery Surfaces</u></b> Friable or powdery surfaces must be treated with the primer most suited to the substrate prior to the application of any subsequent compatible coating.</p>
<b>SW 4.31</b>	<p><b><u>Opening edges / Undersides of Sills</u></b> Ensure that doors and opening windows, etc., are 'eased' as necessary before coating. All opening edges of doors and windows and undersides of sills are included in the painting work.</p>
<b>SW 4.40</b>	<p><b><u>Glazing – Repair &amp; Replace Where Necessary - Repaircare</u></b> All glazing compounds and glazing repairs must comply with BS8000: Part 7: 1990 (Code of practice for glazing). Renew or replace defective glazing compounds or glazing beads using the appropriate Repair Method from the Repair Care Systems document "A Guide to Specifying Pre-Paint Repairs." See Clause SW 1.04 for further information.</p>

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 4: Preparation</b>
<b>SW 4.41</b>	<p><b><u>Glazing – Repair &amp; Replace Where Necessary</u></b>  All glazing compounds and glazing repairs must comply with BS 8000: Part 7: 1990 (Code of practice for glazing). Hack out all cracked or defective glazing putties. Remove all defective or loose beading. Clean the rebates and apply the appropriate priming product to all bare areas. Similarly, treat beading and any new wood which is to be spliced-in on all faces and edges, i.e. rub down and prime.</p> <p><b><u>REPLACEMENT OF GLAZING COMPOUNDS WHERE NECESSARY:</u></b>  When dry, re-glaze with appropriate glazing compound and allow to harden before further treatment. The compound manufacturer's recommendations must be adhered to, even if at variance with this system.</p> <p><b><u>REPLACEMENT OF BEADING WHERE NECESSARY:</u></b>  Bed in suitable external quality mastic in accordance with the manufacturer's instructions and <u>screw</u> down tightly using non-ferrous fixings.</p>
<b>SW 4.42</b>	<p><b><u>Bead Glazing</u></b>  Joinery to be stained must have the first coat of the staining system applied to rebates and beads before glazing. Joinery to be varnished must have the first coat of the varnish system applied to rebates and beads before glazing. Joinery to be painted, with the exception of both the '<b>Dulux</b>' Trade Weathershield Exterior Gloss systems and the '<b>Dulux</b>' Trade Weathershield Exterior Quick Drying Satin system, must have the primer applied to rebates and beads before glazing. Both the '<b>Dulux</b>' Trade Weathershield Exterior Gloss systems and the '<b>Dulux</b>' Trade Weathershield Exterior Quick Drying Satin system, must have the primer and one undercoat applied to rebates and beads before glazing.</p>
<b>SW 4.43</b>	<p><b><u>Putty Glazing/Silicon Products</u></b>  Allow Putty to set for at least 7 days and, before a further 14 days, seal the putty with an oil based primer. Fully coat and protect the putty with a coating system as soon as it is sufficiently hard. <b>Silicone - Based products</b> should only be applied upon completion of the finishing coats.</p>
<b>SW 4.50</b>	<p><b><u>Stoppers / Fillers</u></b>  Be sure to use fillers specifically designed for the Substrate. Apply oil based stoppers/fillers after priming. Apply water based stoppers/fillers before priming unless recommended otherwise by ICI Paints Akzo Nobel. Translucent finishes for Timber are not designed to obscure the substrate, therefore filling and stopping should be avoided wherever possible and should be done with great care. When using translucent coatings for Wood, there is little point to filling fascia board joints and glazing bead joints as the change in grain from one section to the other is often obvious, drawing attention to the filler.</p>
<b>SW 4.51</b>	<p><b><u>Polycell Trade Fillers</u></b>  For precise application, completion and storage guidance please refer to the product packaging or product data sheet.</p>
<b>SW 4.60</b>	<p><b><u>Off Site Preparation</u></b>  All off site preparation and coating to be carried out under cover in a suitable environment with adequate lighting.</p>
<b>SW 4.70</b>	<p><b><u>Proper Storage</u></b>  Store all items, both before and after coating, in a clean, dry area protected from the weather and mechanical damage, properly stacked with spaces to permit air circulation and prevent sticking of surfaces.</p>
<b>SW 4.80</b>	<p><b><u>Oil and Grease Contaminated Surfaces</u></b>  For surfaces contaminated with dirt, oil and grease, use an appropriate 'Oil &amp; Grease Remover' in accordance with the Manufacturers instructions for use.</p>
<b>SW 4.81</b>	<p><b><u>Power Washing</u></b>  This is a method of cleaning the surfaces by using High Pressure water washing equipment (i.e. minimum pressure of 2500 psi at a flow of not less than 8 gallons of water per minute) to remove all loose material, residues, dirt, mould, vegetable growths etc. Allow the surfaces to dry out thoroughly for 3-4 days. (See <b>BS 6150 53.3</b> for further details)</p>

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 4: Preparation</b>
<b>SW4.82</b>	<p><b><u>Concrete Floors - Shot Blasting</u></b>  This is a method of preparation for a concrete floor that is particularly dense, or for large floor areas to be blast cleaned. Mobile Blast Machines can be hired from most plant hire companies. These electrically powered machines fire steel shot at the surface removing the surface laitance or previous coatings. The shot is recycled but the dirt is extracted from the abrasive by a vacuum dust collector, making the whole process clean and effective. Care must be taken when using this type of equipment as it can damage the concrete. If unfamiliar with such equipment we would recommend that a demonstration from the hire company is requested or, in some instances, the supplier can be employed to carry out this part of the operation. The equipment usually requires a 3 phase electrical supply.</p>
<b>SW 4.83</b>	<p><b><u>Concrete Floors - Etchant</u></b>  This can be a messy process for a concrete floor and requires a water supply for washing off the acid and a wet vacuum to extract the contaminated water. Ensure that the etchant is applied evenly; a good method is to use a plastic watering can with a rose attachment, and allow the recommended time required to work. Care must be taken when using such products, and strictly adhere to the manufacturer's recommendations on Health and Safety procedures.</p>
<b>SW 4.84</b>	<p><b><u>Metals - Blast Cleaning</u></b>  Dry blast clean Metal to a minimum standard of BS EN ISO 8501-1: 2001. Sa 2.5. All surface defects including cracks, surface laminations and deep pitting likely to be detrimental to the protective painting system must be removed. All fins at saw cuts, burrs and sharp edges must be similarly removed. Where extensive grinding has been necessary, the dressed areas must be re-blasted to remove all rust and provide an adequate paint key.  All welds (and bolted areas, if applicable) must be blast cleaned to the standard laid down above immediately prior to painting. All weld spatters must be removed. After blast cleaning all spent shot or grit must be removed by vacuum cleaner or, if such equipment is not available, by airline and brush. In the event of any shot, grit or blasting debris being found under or embedded in the paint film, the affected area shall be re-blasted and the complete paint system re-applied. The maximum time between commencing blast cleaning and application of the primer must be 4 hours when blasting under cover; on site the prepared surfaces must be primed before they have time to deteriorate below the specified standard.</p>
<b>Clause Reference</b>	<b>Section 5: Application</b>
<b>SW 5.01</b>	<p><b><u>Suitability of Primers</u></b>  All primers must be appropriate for the surface and for subsequent coats.</p>
<b>SW 5.02</b>	<p><b><u>Staining / Suitable Primers</u></b>  Contaminated areas that are likely to cause staining, must be treated with the primer most suited to the type of stain encountered prior to the application of any subsequent compatible coating. Determine the type of stain and thoroughly clean down the surfaces to remove dirt, grease etc. Rub down with a suitable abrasive and *dust off. *When rubbing down dry and/or dusting off wear a suitable face mask to prevent the inhalation of dust. See Clause SW 4.20 for further information. Prime the affected area with the most appropriate 'sealer' for the staining encountered.  '<b>Dulux' Trade Stain Block Plus</b> (Water Based) for sealing inks, caffeine, biro and scuffs etc.  '<b>Dulux' Trade Aluminium Wood Primer</b> (Solvent Based) for sealing aged-creosote, bitumen, soot, tar and smoke etc.  '<b>Dulux' Trade Alkali Resisting Primer</b> (Solvent Based) for sealing a wide variety of stains, including water staining.  '<b>Glidden' Primecoat Primer Sealer</b> (Solvent Based) for sealing a wide variety of stains, including water staining.</p>
<b>SW 5.10</b>	<p><b><u>Ferrous Metal Fixings</u></b>  Any uncoated metal fixings etc must be primed/pre-treated with the appropriate Metal primer/pre-treatment prior to the application of any subsequent compatible coating.</p>
<b>SW 5.20</b>	<p><b><u>Coating of Prepared Metalwork</u></b>  Prepared metalwork must be coated as soon as possible on the day of preparation and before the standard of preparation has deteriorated.</p>
<b>SW 5.21</b>	<p><b><u>Overcoating of Prepared Woodwork</u></b>  Prepared woodwork must be coated as soon as possible on the day of preparation and before the standard of preparation has deteriorated.</p>

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 5: Application</b>
<b>SW 5.22</b>	<p><b><u>Application of Finishing Coat</u></b>            No coatings shall be left in an exposed or unsuitable situation for an undue period before applying the finishing coat.</p>
<b>SW 5.30</b>	<p><b><u>Two Pack Epoxy Coatings</u></b>            It is important to remember that water based epoxy coatings will take longer to 'hard cure' than solvent based epoxies. Particular care must be taken during winter months when temperature fluctuations will affect the minimum overcoat time. A drop in temperature from 20 Centigrade to 10 Centigrade will result in the overcoating being delayed from 16 hours to 72 hours. Optimum chemical and abrasion resistance will not be achieved until the final finishing coat is allowed to dry for a <b>minimum of seven days</b>. Optimum intercoat adhesion properties will only be achieved if subsequent coats are applied <b>within seven days</b>. Refer to product data sheets for more information.</p>
<b>SW 5.31</b>	<p><b><u>Application Methods</u></b>            Refer to <b>BS 6150: 2006 Code of Practice for Painting of Buildings Section 9.3 Application Methods Page 103</b> All methods of application are comprehensively dealt with in this Section.</p>

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 6: Colour</b>
<b>SW 6.01</b>	<p><b><u>Good Working Practice When Using Colour</u></b>  Before application, ensure that all materials are from the same batch. (See Clause SW 2.26). If mixed batch tins are purchased they should be 'boxed' to avoid potential colour variation. 'Boxing' requires the mixing together of the different batches in a larger container to ensure consistency of colour. Colour variation can occur when purchasing a colour for a project from a variety of sources rather than from one source and/or location. The risk of colour variation, can be reduced by taking the following action:</p> <ul style="list-style-type: none"> <li>(a) Avoid using a mixture of ready mixed colour and in store tinted colour</li> <li>(b) Avoid using a variety of batch numbers whether ready mixed or in store tinted. For the purpose of in store tinted colour a batch is considered to be materials tinted on one machine at the same time.</li> <li>(c) Purchase sufficient material for the project at one time from the same source of supply tinted on the same tinting machine. Where this is not appropriate due to storage restrictions, the supplying merchant may be able to store sufficient quantities in store for call off when required.</li> </ul> <p>It is good working practice to hold back sufficient original material to 'touch up' any areas of damage to the paint film prior to completion. With some paints and / or colours, especially products with mid or high sheen and / or deep colours, it may be necessary to recoat the whole area to avoid noticeable differences in film appearance for example under acute lighting conditions.</p>
<b>SW 6.02</b>	<p><b><u>Selection of Colours and Finishes/Trial Areas/Additional Coats</u></b>  All colours and finishes to be selected and approved by the client or client's agent. Provision must be made for the execution of patterns or trial areas on site if required. In general, the quantity of finishing coats specified are based on 'as existing' colours and finish types. Allowance must be made for any deviation from the standard specification. Additional coats may need to be applied should the client or client's agent select colours as described in Clause SW 6.04. ICI Paints Akzo Nobel will not accept responsibility for the cost of the application of additional coats when the originator of the documentation (for example an ICI Paints Akzo Nobel Representative) has not been informed of the colour schedule prior to origination of the project documentation.</p>
<b>SW 6.03</b>	<p><b><u>Specified - "As Existing" Colour</u></b>  Many specifications are written on the basis of the finish colour being 'As Existing'. Provision must be made by the successful Contactor, with the Client, to confirm and agree the 'actual' colours to be applied before application. Should a change of colour be instructed, then agreement must be reached by all parties as to the possible need for additional coats and the cost significance of such action. (See all other Clauses on Colour for further guidance.)</p>
<b>SW 6.04</b>	<p><b><u>Special Processes Colours</u></b>  When any colour is to be used on rough surfaces, or where a marked change of colour is to be made, an amended process may be required and the finishing system for that surface amended to include the additional coats necessary. The finishing system for a surface that is to be significantly lighter than the previous colour (e.g. from Black to White) may also need to be amended to include the application of further coats of finish or the use of different colours or products as undercoats prior to finishing. Some strong colours, such as Poppy and Monarch in the revised BS4800 range, NCS colours with a colour intensity of 60 or more and also some Colour Palette colours as detailed below, cannot be made with the same hiding power as ordinary colours if they are to have satisfactory durability and purity of colour and therefore may require extra coats to be applied to achieve full opacity. These strong colours, known as 'Special Process Colours' are identified as such in colour cards from the supplying stockists or the Trade Technical Advice Centre (see below) with specific instruction on how many coats to apply to achieve full opacity. Some of this information will also be given on the can labels. This may involve the application of further coats of finish or the use of different colours or products as undercoats prior to finishing.  Refer to <b>BS 6150: 2006 Code of Practice for Painting of Buildings</b> Appendix B: Paint Colours (or as amended). See relevant colour card for further guidance.</p> <p><b><u>Colour Guidance</u></b>  NCS: All colours with a colour intensity of 60 or more. e.g. (1060-Y10R).  Colour Palette: BB, RB, BG colours with chroma value &gt;350.  Colour Palette: YY, YR, GY colours with chroma value &gt;450.  Colour Palette: RR, GG colours with chroma value &gt;400.  e.g. (45YY 71/664).</p>

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 7: Operation and Maintenance</b>
<b>SW 7.00</b>	<p><b><u>Yellowing/Discolouration of Solvent-borne Finishes</u></b>  Solvent-borne finishes tend to yellow in situations where direct daylight is excluded. This is more obvious with white and light – coloured finishes. If freedom from yellowing is important, contact: ICI Paints Akzo Nobel Technical Group: ICI Paints Akzo Nobel, Wexham Road, Slough SL2 5DS. Tel: 0870 242 1100 for guidance on selection of oil-free coatings.</p>
<b>SW 7.01</b>	<p><b><u>Chemical Resistance</u></b>  In a coating system each resin, (Alkyds, Acrylated Rubbers, Epoxies, etc.) will behave in a different way when exposed to other chemicals. Care must be taken to ensure that the system selected has the best resistance to the chemicals it will be exposed to once it has been applied.</p>
<b>SW 7.10</b>	<p><b><u>Durability in High Wear Areas</u></b>  An extra coat of the finishing material is recommended to improve durability in high wear/traffic areas such as doors and handrails.</p>
<b>SW 7.20</b>	<p><b><u>Cleaning Specified Surfaces / Removal of Paint Splashes</u></b>  Where instructions are given not to paint, and to wash or dust clean, this work must be undertaken prior to painting surrounding areas and should be left clean and free from paint splashes.</p>
<b>SW 7.30</b>	<p><b><u>Cleaning Interior of Rainwater Goods</u></b>  Clean out interior of all gutters, rainwater heads etc.  Thoroughly clean down the surfaces to remove all dirt grease and surface contaminants.</p>
<b>SW 7.40</b>	<p><b><u>Cleaning Maintenance for Internal Walls Finished in Conventional Water Based Paints</u></b>  Where possible the surface should be lightly brushed or dusted to remove dust etc. When more intense cleaning is required, gently wash down the surface using a soft sponge and mild detergent solution to remove dirt and light marking. Heavy pressure should be avoided to reduce the level of polishing or burnishing of the painted surface. Gently clean down with clean water and remove any excess water to avoid staring or streaking. Abrasive Cleaners and coarse cloths should not be used.</p>
<b>SW 7.42</b>	<p><b><u>Cleaning Maintenance for Internal Walls Finished in Diamond Technology Water Based Paints</u></b>  Common stains can be removed by cleaning promptly with a soft cloth and clean soapy water. Allow to dry. Vigorous scrubbing and the use of abrasive cleaners or scourers may impair the finish. Only apply enough pressure to remove marks. Oil based stains and marks from some pens/felt tips/permanent markers may not be completely removed. Full durability develops 7 days after initial application. For information about removing specific stains, please phone ICI Technical Group on 0870 2421100.</p>
<b>SW 7.43</b>	<p><b><u>Cleaning Maintenance for Internal Anti Graffiti Walls</u></b>  Remove all graffiti and stained areas with an appropriate graffiti removal system.  'Dulux' Trade Anti - Graffiti Prewash (Data Sheet 811) and 'Dulux' Trade Graffiti Remover (Data Sheet 815) have been developed specifically for the removal of graffiti from the complete 'Dulux' Trade Anti - Graffiti System. The successful removal of graffiti from uncoated substrates, or from coatings other than 'Dulux' Anti - Graffiti Paint Finish, cannot be guaranteed. There can be significant problems relating to the reaction from the chemicals used or permanent damage to the substrate. Advice should be sought from ICI Paints Akzo Nobel Technical Group: Wexham Road, Slough SL2 5DS. Tel: 0870 242 1100 in such cases.</p>

<b>ICI Paints Akzo Nobel Site Work Instructions v5 - 2012</b>	
<b>Clause Reference</b>	<b>Section 7: Operation and Maintenance</b>
<b>SW 7.50</b>	<p><b><u>Care and Maintenance of Diamond Glaze</u></b>  Surfaces should be protected from water, steam, spillages and hard stress (e.g. abrasion or polishing) for a minimum of 5 days after application and, with careful occupation, light foot traffic is possible after 24 hours. Carpets and rugs should not be placed on the floor for a minimum of 7 days.</p> <p>Once it has fully hardened you need to begin a maintenance and cleaning schedule using an appropriate flooring emulsion polish. This emulsion polish will act as a sacrificial coating for your floor and therefore must be regularly maintained appropriate to the amount of traffic passing through.</p> <p>In addition, to further care for the floor place large doormats at all outside entrances for people to wipe their shoes on to remove gravel, grit and water. Mats must be cleaned regularly to keep them working effectively.</p> <p>Chairs, tables and other furniture should be fitted with felt pads on their feet to prevent the surface being scratched whilst they are being moved. Refer to can lid brochure for further guidance.</p>
<b>SW 7.51</b>	<p><b><u>Care and Maintenance of Floor Lacquer Systems</u></b>  Surfaces should be protected from water, steam, spillages and hard stress (e.g. abrasion or polishing) for a minimum of 5 days after application and, with careful occupation, light foot traffic is <u>normally</u> possible after 24 hours. Carpets and rugs should not be placed on the floor for a minimum of 7 days.</p> <p>Once it has fully hardened you need to begin a maintenance and cleaning schedule using an appropriate flooring emulsion polish. This emulsion polish will act as a sacrificial coating for your floor and therefore must be regularly maintained appropriate to the amount of traffic passing through.</p> <p>In addition, to further care for the floor, place large doormats at all outside entrances for people to wipe their shoes on to remove gravel, grit and water. Mats must be cleaned regularly to keep them working effectively. Chairs, tables and other furniture should be fitted with felt pads on their feet to prevent the surface being scratched whilst they are being moved.</p>

**ICI Paints Akzo Nobel Site Work Instructions v5 - 2012**

**Condition of Surfaces to be Coated  
Table 1**

<b>Walls</b>		<b>Wood</b>	<b>Floors</b>	<b>Plastics</b>
<b>Stage</b>	<b>Surface to be Coated</b>		<b>Description</b>	
<b>1</b>	<b>New</b>		<b>New surface requiring cleaning and minimal preparation to receive surface coating application.</b>	
<b>2</b>	<b>Uncoated</b> <i>(Not Applicable to all Substrates)</i>		<b>Existing uncoated surface having had some degree of exposure to natural conditions but requiring minimal preparation</b>	
<b>3</b>	<b>Factory Coated/Primed</b> <i>(Not Applicable to all Substrates)</i>		<b>New or existing surface with factory applied coating or factory applied primer, requiring some cleaning and preparation.</b>	
<b>4</b>	<b>No Breakdown</b>		<b>Coated surface in excellent condition showing no coating failure, minimal cleaning and preparation required.</b>	
<b>5</b>	<b>Light Failure (&lt; 20%)</b>		<b>Coatings showing some breakdown (&lt; 20%) not only in high wear areas, surfaces will require cleaning down, scraping back of failed coatings and some minor surface repairs.</b>	
<b>6</b>	<b>Partial Removal (20-50% Failure)</b>		<b>Medium breakdown of existing coatings (20-50%), failed coatings should be removed and substrate repairs carried out where necessary.</b>	
<b>7</b>	<b>Heavy Failure/ Incompatible Coatings</b>		<b>All coatings must be completely removed prior to substrate repairs being carried out where necessary.</b>	

## ICI Paints Akzo Nobel Site Work Instructions v5 - 2012

### Condition of Surfaces to be Coated Table 2

<b>Metals</b>		
Stage	Surface to be Coated	Description
1	New Hot Rolled Steel (Heavy Gauge Structural Steel e.g. RSJ's)	Grade A, B, C, D as described in BS7079 Part A1 1989 (Specialised Factory Coatings Used)
2	Hot Rolled Steel	Weathered (Uncoated)
1 - 2	Cold Rolled Steel (Light Gauge e.g. Sheetting) & Cast/Wrought Iron	New or Weathered (Uncoated)
1 - 2	Hot Dipped Galvanised & Zinc	New or Weathered (Uncoated)
1 - 2	Cast Aluminium	New or Weathered (Uncoated)
1 - 2	Polished Extruded Aluminium	New or Weathered (Uncoated)
1	Copper, Lead & Brass	New
4	Metal - No Breakdown  Previously factory primed or fully decorative coated metal	In excellent condition showing no coating failure and no signs of rusting. Minimal cleaning and preparation required.
5	Light Failure (< 20%)  Previously factory primed or fully decorative coated metal	Showing some breakdown (< 20%) not only in high wear areas. Corrosion may be evident (0.05%-1.00% failure). Surfaces will require cleaning-down and scraping back of failed coatings etc.
6	Partial Removal (20-50% Failure)  Previously factory primed or fully decorative coated metal	Medium breakdown of existing coatings (20-50%). Corrosion may be evident (1%-8%). Surfaces will require cleaning-down and all failed coatings should be removed.
7	Heavy Failure *Significant Rusting Incompatible Coatings  Previously factory primed or fully decorative coated metal	Significant coating failure (> 50%) and/or *significant corrosion (>15%)  All coatings must be completely removed.  <b>*Important Note</b> Irrespective of the coatings condition, where significant corrosion is evident all previous coatings must be removed.

## ICI Paints Akzo Nobel Site Work Instructions v5 - 2012

### Condition of Surfaces to be Coated Table 3

<b>Wallcoverings</b>		
Stage	Surface to be Coated	Description
5	Wallcoverings (good)	Minor breakdown of existing wall coverings. Surfaces should be cleaned down and minor repairs undertaken e.g. poorly adhering joints should be dealt with before paint application.
7	Wallcoverings (poor)	Major breakdown of existing wall coverings. Completely remove existing coverings using a suitable method, repair surfaces as necessary.

### Condition of Surfaces to be Coated Table 4

<b>Specialist Substrates</b>		
Stage	Surface to be Coated	Description
4	Plastisol Coated Coil Cladding Weathered with No Breakdown	Coated surface in excellent condition showing no coating failure
6	Plastisol Coated Coil Cladding Partial strip of Defective Coatings	Medium breakdown of existing coatings (20-50%), failed coatings should be removed and repairs undertaken.
7	Plastisol Coated Coil Cladding Complete strip of Defective Coatings	All coatings should be completely removed prior to repairs taking place.
4	Problem Surfaces – Difficult Surfaces	Non Decorative Coated
4	Problem Surfaces – Road Marking	Coated & Uncoated