



RESPONSIBILITIES OF PAINT TACOMA STAFF

- ◆ Plan and implement public relations and outreach efforts.
- ◆ Solicit qualified homeowners and crews.
- ◆ Prepare informational materials for homeowners and crew coordinators.
- ◆ Solicit supply donations.
- ◆ Match crews to homes, according to size, difficulty, need and geographic location.
- ◆ Provide paint to volunteer crews.
- ◆ Manage distribution of paint and donated materials.
- ◆ Act as informational resource for crews and homeowners.

What is provided?

Paint Tacoma-Pierce Beautiful provides primer, paint, caulking, glazing compound (aka window putty), and possibly other items that will stay on the house (a few new boards, window glass, etc.)

RESPONSIBILITIES OF CREWS

To take responsibility for painting a home, from power-washing to the final coat of paint and putting the house numbers back up.

- To gather all necessary equipment for the job, including but not limited to brushes, rollers, ladders, drop cloths (see Equipment List on last page)
- To make minor repairs to the home, like replacing broken windows, replacing or repairing damaged siding, broken boards on steps, etc.
- ◆ Prep the house:
 - power-washing
 - scraping
 - possibly caulking and/or trimming shrubs/bushes/trees
 - priming
- ◆ Paint the house, and CONGRATULATE YOURSELVES on a job well done.

RESPONSIBILITIES OF CREW COORDINATORS

- ◆ **House Assessment:** To go to the house with your Tech Advisor to meet the homeowner, give the homeowner a color chart, and assess the house in terms of what will be needed to complete the job. (Take "The House Visit: Information Needed" form for guidance.)
- ◆ **Pressure Washer:** To schedule the pressure washer and the people to do it. Call AT LEAST 2 weeks in advance, because the scheduling gets tight.
- ◆ **Team Building:**
 - To get enough people to do the job comfortably.
 - To have a meeting and/or potluck to tell the crew about the homeowner and project ahead: get them jazzed.
- ◆ **Develop a plan for each work party.** What are the goals for the day? What steps must be taken for them to be accomplished? (Maybe put them on poster-board or newsprint to have at the jobsite for people to read and check off as they complete tasks.)

- ◆ **Team Management:** Make sure there are enough people scheduled to come to the house to work on:
 - pressure washing (only 2-3 people)
 - prepping
 - painting
- ◆ **Resource and Supply Management:** Make sure everyone who says they're going to bring equipment gets it there. (Think about asking someone to make “ friendly-reminder” calls the night before.)
- ◆ **Quality Assurance:** Develop & maintain contact with your Tech Advisor.
- ◆ Make sure the homeowner gets dates and times of work parties *in writing*.
- ◆ If building/repair materials need to be purchased and the crew is not able to purchase them with their own funds, the crew coordinator will telephone the PTPB office during regular business hours with specific needed materials. The PTPB office will coordinate with vendors to supply items and will tell the crew coordinator where and when to pick them up. Gutter repair is considered on a case-by-case basis. Unless the crew wants to make a donation/gift of the materials, do not purchase the materials yourself, because **WE CANNOT REIMBURSE YOU**.
- ◆ Pick up the paint and deliver it to the house for storage.

RESPONSIBILITIES OF TECHNICAL ADVISORS

To give technical assistance to crew coordinators in the initial assessment of the job, throughout prep (including minor repairs), and painting. “ Technical assistance” is verbal; advisors are NOT hands-on helpers and are not expected to be at work-parties.

1. To be available for the initial home assessment with crew coordinators.
2. To take an active role in maintaining phone contact with the crew coordinators throughout the entire prepping process and **To Sign Off On The Prep Work** after an inspection.
3. To be available by phone (or respond to messages within 24 hours) in order to assist crew coordinators as needed; to sign off on satisfactory completion of prep, and then, after a walk-around with the homeowner, the satisfactory completion of the job.

To be a good technical advisor, a person needs to:

- (1) have the time to meet with the crew coordinator at the house at least once,
- (2) be able to speak in lay terms about what needs to be done at the job,
- (3) have some knowledge of minor repairs as well as painting,
- (4) answer telephone messages from crew coordinators promptly, and take initiative to maintain contact with crew coordinators.