

Floor Building and Painting Checklist

Broad Run High School Winter Guard

Building the Floor

- ✓ Put up café' tables
- ✓ Bring 6 Billboards to café and pull out white side up (choose best 5 billboards in terms of cleanliness and condition)
- ✓ Bring all paint supplies to café'
- ✓ Take long (100') tape measure to cafeteria
- ✓ Using a chalk line, mark a straight edge just inside the folded edge of each billboard. Cut along these lines to remove the folded over edges of the billboards. (extra people can start cutting strips of duct tape for the cross hatches and hanging them on tables around the room to save us time when we get to this step).
- ✓ With sponges and cleaner scrub the edges of each floor (and the underneath edges) where the tape will be laid.
- ✓ With white side up, lay double sided tape along the longer length of the floor (2 strips side-by-side along the edge). Then overlap the adjacent piece of billboard just enough to cover the tape. Walk along the edge to smush it down!
- ✓ Repeat this with each section until 5 billboards are hooked together.
- ✓ Turn over so billboard sides are facing up. Run a length of the duct tape along each seam. Then put approximately 12" pieces of duct tape along each seam as cross-hatches to help reinforce and strengthen (these should be space approximately 8 inches or so apart).
- ✓ Measure the finished floor and mark straight edges with chalk line to make it as close as possible to 70' wide x 50' deep (our floor in 2008 measured finished 48' x 68' and this was fine).
- ✓ Finally, turn over so white side is up and continue cleaning with swiffer wet, sponges and cleaners if necessary.
- ✓ Lay down plastic drop cloths under all edges of the floor and tape drop cloths down with masking tape.

Marking the Design

- ✓ Mark center of floor and tape marks with chalk along long sides of floor
- ✓ Mark center along the 2 short edges of the floor as well
- ✓ Mark "yard line" marks at 8 foot intervals out from center along both the front and back edge of the floor.
- ✓ Mark the center of the floor by intersecting lines from front to back center and left to right center.

Happy Painting!

- ✓ First, make sure that all paint is put on EXTREMELY thin or it will peel and crack with repeated floor foldings.
- ✓ With edging brushes or foam brushes paint the edges of any designs on the floor.
- ✓ With rollers, fill in the bulk of the color. REMEMBER KEEP IT THIN!!! Keep spreading the color out and spreading it out until the paint goes no further and THEN reload the roller...too much paint will peel and crack! Work from the inside of the floor outward so you don't get stuck!
- ✓ When it is all done just let dry a while and go through for touch ups here and there – no need for a full second coat!
- ✓ When it's all dry (after several days) we'll come back and add a layer of cornstarch to avoid sticking.

Clean Up!

- ✓ All brushes and rollers must be cleaned (roller pads may be thrown out).
- ✓ All trays must be cleaned (do not dispose...we use these from year to year)
- ✓ Go around the cafeteria and halls to inspect the floor. Any drips MUST be removed. Try 409 or fantastic first and a scrubby sponge. Goo Gone works but takes the wax finish off of the floor...not good unless absolutely necessary.
- ✓ The band room sink MUST be left clean!!! Do not leave paint drips and spots all over... Wet stuff may be left on a drop cloth to dry on the floor but must be cleaned up in a couple days when it's dry!