



# Team Leader Handbook



## Table of Contents

Respect for the Homeowner .....	3
Team Leader Responsibilities.....	4
Pre-Event (Suggested Completion: 3 weeks before event day).....	4
Event Day .....	6
1. Registration.....	6
2. Painting.....	7
3. Cleanup .....	8
Clean Up Kit .....	9
Safety .....	11
Additional Supplies Checklist.....	12
Painting Instructions and Timetable .....	13
Team Leader Supply Checklist .....	15

## Respect for the Homeowner

While Paint The Town provides a great service, it is possible in the hustle of painting, to overlook the person for whom this program is designed – the Homeowner. Here are some thoughts to keep in mind as your team enthusiastically begins to paint your assigned home:

- Although we are offering a “gift,” we are really there at the invitation of the Homeowner. We need to treat them with respect and courtesy.
- Both volunteers and owners have something to give and something to receive. Many Homeowners may be overwhelmed that so many people are willing to do something for them. Graciousness on your part is required to promote the view that this is a two-way street.
- Team leaders should meet with the Homeowner before the day of the event so at least one person will be familiar to them.
- Be respectful of the wishes of the Homeowner regarding their property.
- Visit with the Homeowner and reassure them as needed. It may be a shock to see so many people descend upon their home, especially for those who are accustomed to living an isolated, solitary life.
- Be flexible and adaptable in relating with the Homeowner. Remember that it takes all kinds of people to make a world. We never know the circumstances that cause people to act the way they do.

+

As a Team lead, your relationship with the homeowner is the single biggest driver of success

# Team Leader Responsibilities

## **Pre-Event (Suggested Completion: 3 weeks before event day)**

1. **Review Home Assessment**: The project coordinator will review with you the assessment that has been done on the home. This is the crucial first step to understanding what needs to be done on the project.
2. **Visit the Home**: This ensures that you have a thorough understanding of the project as well as providing the invaluable first impression with the homeowner.
  - Call the homeowner to schedule a visit - more than one visit may be required
  - Put your homeowner at ease by answering their questions and leaving your name and phone number with them.

+

- Complete your inspection prior to communicating with your team.
  - Confirm what will be painted, colors chosen, and any repairs to be done, if any.
  - Note any problems or obstacles in the way of painting (wires, vegetation, poor surface condition, etc.)
  - Make a list of what needs to be done (scraping, priming, etc) and what supplies are needed.
  - Find out if running water is available on the exterior of the house for clean up (can they supply a hose?).

- Invite the homeowner to be part of the team and work with you on the day of the event.
  - Confirm that all able-bodied adult residents in the home volunteer on the day of the event in some capacity.
  - Request relatives and friends in area attend the event and help out on event day.
3. **Make a Plan of Action**: Planning is crucial to the success of the day and your team's safety and enjoyment.
    - Identify tasks to be completed

- Identify Side leads – pre-determine side assignments
  - Find one person per side of the house to be the first point of contact
  - Have the side leads accompany you to the house on the morning of the event, they can help set up drop cloths, ladders, and prep materials.
  - Divide the team based on ladder height to sides of the house, publish that list to the team so they know where to go on the day of the event
  
- Determine the order of the tasks to ensure preliminary steps are completed on a timely basis, so they do not delay subsequent steps. For example, if any repairs have been authorized, ensure that they are completed early (or prior to the event) so they can be painted.
  
- Assign tasks:
  - Identify the most difficult tasks (painting high peaks, working around wires, repair work, etc) and assign them to the most experienced team members.
  - Remember to provide for periodic changing of tasks and breaks to reduce fatigue.
  - Plan time into the schedule to thoroughly clean the supplies for use at the next event. Help with organizing the volunteers at the beginning of the day is crucial. Review the painting plan with the side leads prior to the start of painting.



A fast start is critical to finishing on time

4. **Team Planning / Correspondence**: Including team members in the planning for the project is very important to the success of the project.
- Discuss what to wear (will be communicated by the Membership Director also):
    - Work boots or sturdy shoes (no sandals)
    - Pants are recommended, but longer shorts are acceptable
    - Hats or sun visors are recommended
    - Sunblock should be applied at various times throughout the day.
    - Sunglasses or protective eyewear
  
  - Who will bring what (see Additional Supplies Checklist for hints)
  
  - Where/When to meet (will be communicated by the Membership Director also) – parking lot assignment and map will be provided to volunteers. Parking will not be allowed at the work site.
  
  - Remember – volunteers who know that the team is depending on them for supplies and a specific task are more likely to show-up on Paint the Town day.

## 5. Registration / Check In

Volunteers may register on-line. On the day of the event volunteers will sign in with the Registration Lead at the Registration Point / After Party location. At that point, they will receive their Paint the Town T-shirt at this time.

## 6. If Home Needs Repairs

Needed exterior repairs will be noted on the home assessment form, along with the paint requirements for the home. Since this is first and foremost a painting project, we do not have the resources or expertise to do repair work. You should advise the homeowner that repairs are the homeowner's responsibility. **Any exceptions to this require Event Director approval.**

## 7. Preparation

We are responsible for ensuring that necessary preparation work is done on the home prior to the day of the event. Consult the Home Assessment form to determine preparation work required. There will be a "Prep day" to do power washing and other preparation work as necessary. You should work with the Area Lead to ensure the necessary prep work is scheduled.

## 8. Supply Pick-Up

On **<insert date>**, you will pick up the bin of supplies for your home. Take the supplies to your assigned house on the event day. We will send out directions to our warehouse and time for your pick-up in a later e-mail. Supply return will occur at the meeting/post party location the day of the event. The Supply Detail is listed later in this handbook.

# Event Day

## 1. Registration

- For Team members:
  - **Park in assigned lot – Team Members are NOT allowed to drive directly to the homes – NO EXCEPTIONS**
  - Register and sign liability release forms at check-in table for walk-up volunteers (if applicable).
  - Bagels/Coffee will be provided for volunteers.

- When the majority of volunteers are present, the Event Director will address the group about the schedule for the day and safety.
- Teams will board buses for travel to the work sites. Parking will not be allowed at the work sites with exception of the team leader & side leads.
- Team Leader:
  - Arrive at least 30 minutes early to work site and organize supplies and equipment. If possible, arrange for your “side leads” to join you to help organize.
  - Remember: Your energy and enthusiasm sets the mood for the entire team
  - Provide an overview of the painting requirements to volunteers
  - Organize volunteers into groups to address all tasks. Use information about ladder comfort levels of your volunteers to assign tasks.

## 2. Painting

- Put your Plan into action!
- See Safety Section
- Scrape and prime (if necessary), and paint home
- Ensure that the tall ladder work is started immediately; **this is the key to finishing on time.**
- Lunch - will be delivered to work site.
  - This is a Great Time for the Team Picture. Make sure to get everyone in the picture in front of the home and if possible include the homeowner as well.

+

- Paint Cans & Paint Brushes
  - Do not allow paint cans to be opened until they are needed, in fact, **hide the paint can opener**
  - This is crucial because opened cans that are not used become a disposal issue.
  - Do not paint with full cans – use the smaller plastic buckets we provide
  - Do not issue every brush right away – **hold brushes in reserve**

- Please do not to move ladders between homes without approval of your Area Lead. IF you must move ladders between homes, please mark the ladder and return it to the original home before end of the day. We have different rental companies delivering to different homes; if the ladders aren't where they were dropped off we will be charged.
- **Keep the brushes moist!** All brushes with paint on them should be periodically sprinkled with clean water to prevent paint from drying on the brush. During the lunch break brushes should be sprinkled with clean water and wrapped in plastic.
- Report progress
  - Periodically, area leads will check with you to determine your progress.
  - Keep tabs on amounts of base and trim paint that is remaining – report any projected shortages to area lead.
  - If you are behind schedule, additional help will be obtained for you.
  - If you are ahead of schedule, you may be asked for your team's help with other houses.
  - The goal is for all teams to finish around the same time.
  - Contact your Area Lead regarding supplies, emergencies, painting problems, etc.



Expect the unexpected. Frequent check-ins with the Area Lead ensures timely use of volunteer time and energy

### 3. Cleanup

- Assign a team member as clean-up captain. This individual will be responsible for ensuring all reusable supplies are cleaned. Also, cleaned supplies should be gathered in one area and loaded into vehicle of team lead for drop off at the post-event party.
- Supplies are to be cleaned according to the instructions below and using the "Clean-up Kit" materials. Once completed and dried, they are then to be placed in the supply bin and returned to the house lead. Do not throw away brushes or supplies unless unusable.
- Gather and stack all unopened paint cans, and leave for the homeowner, Give Back Cincinnati will not accept any paint returned with the supplies.
- Wash, rinse, and dry all windows that have paint spots.
- Discard debris in trash bags
  - Carefully place wood and paint chips from tarps into trash bags
  - Discard empty paint cans

- Do not leave until area lead has done the final inspection of home.
- Take personal supplies and possessions with you.
- Try to make it to the post-event social. It is a tiring day and it is important to your team to celebrate success. Come straight from the project in paint clothes.

## Clean Up Kit

The kit contains items to help you clean up your brushes, buckets, and other equipment more effectively and efficiently. This will reduce the amount of paint being disposed of, reduce the amount of water used for cleaning, and protect the equipment for future use.

### What's in your kit?

- **Hose Nozzle** – We've found that many homes do not have a nozzle which can result in the hose running continuously during clean up.
- **Spatula** – Use this to clean out buckets. This saves paint, but also reduces the time and water used to clean buckets.
- **Paint Brush Comb** – **(CAREFUL – These are SHARP!)**. This significantly speeds the brush cleaning process which saves time and water.
- **Newspaper** – Used to brush out as much paint from the brush as possible before cleaning.

### Latex Paint Disposal – Fast Facts:

This information can be handy to share with team members or neighbors that have questions regarding our cleaning process.

- Latex Paint is considered 'Non-Hazardous'.
- Dried paint such as empty containers and that on the newspapers should be landfilled per Rumpke.
- Water from brush cleaning should be poured down a drain that empties to a Water Treatment Facility per the metropolitan sewer district authority.

Cleaning the brushes, buckets, and equipment helps us to preserve the equipment to paint more houses, more schools, more business districts and do more good...we appreciate your time ensuring the supplies come back clean.

### Bucket & Equipment Clean-up

1. Buckets should be first cleaned with the spatula.
2. Buckets should then washed with some water, wiped out with a rag to dry them, and then stacked.

3. All other equipment should be washed or wiped down with a wet rag to remove any new paint.

### **Brush Cleaning Process:**

- Remove as much paint from brushes as possible before using water:
  1. Scrape brushes against edge of the bucket.
  2. Wipe off as much paint as possible on the newspaper.
- Use a series of buckets of water to clean the brush in a multi-step process (use hose nozzle to ensure hose doesn't run continuously).
  1. Clean out 3 buckets with spatulas to get them prepped for brush washing and fill with water. All good paint should be poured back into the main bucket, but any dried paint should be scraped into the trash.
  2. Immerse the brush in the 1<sup>st</sup> bucket and use the Brush Comb (Caution: SHARP!) to remove paint from bristles.
  3. Immerse in 2<sup>nd</sup> bucket to continue cleaning with hands.
  4. Immerse in 3<sup>rd</sup> bucket to complete final cleaning with hands.
  5. Use a wire brush (not brush comb) as necessary to get all remaining dried paint off the bristles.
  6. Put the brushes handle down/bristles up in buckets to allow the bristles to dry.
  7. Once all brushes have been cleaned, use the Brush Comb to comb through them one last time to be sure all the bristles are untangled.
  8. Once completed and dried, all supplies are then to be placed in the supply bin and returned to the house lead. Do not throw away brushes or supplies unless unusable.
- Paint brushes do not need to be 100% paint free, but make sure the brush bristles are clean. A good rule of thumb is that the brush is clean when the water you are using to clean it is not clouded by paint.
- Throw away any **paint roller covers**, but do not throw away the paint rollers themselves. Slide the roller cover off, clean the excess paint from the plastic and metal parts of the roller, and collect all clean rollers.

**THANK YOU FOR HELPING US TAKE THIS PROJECT FROM GREAT TO GREEN!!**

# Safety

+

**Safety is your primary responsibility. You are responsible for ensuring all of your team's actions are safe. Immediately correct any unsafe conditions that you observe. One injury can overshadow all of the good work that we are doing.**

Ensure that your team uses extreme caution in using ladders:

- Check all ladders for defects prior to use.
- Ensure that all ladders are securely seated and will not slip.
- Have more than one volunteer move extension ladders.
- Keep ladders clear from power lines.
- Refrain from placing ladders on sloping roofs.
- Abstain from standing on the top several steps of the ladder.
- If you need to stand ladders on the porch roof or second story porches, be sure that it will hold the intended weight. If the roof is flat, use planking or plywood under the ladders and workers help distribute the weight.
- Paint eaves and overhangs from ladders instead of leaning over the edge of the roof.
- Be sure that all ladders, paint cans, and other painting equipment are not left in places where the Homeowner or a team member will trip over them.

Emergency Procedures:

- Immediately call 911 for emergencies requiring medical assistance.
- The second call you make should be to your Area Lead
- Each worksite will have a first aid kit for minor cuts and scrapes

# **Additional Supplies Checklist**

(To be supplied by volunteers)

A list of supplies furnished by Paint The Town will be provided along with the Home Assessment sheet. Any errors or omissions should be brought to the attention of the project coordinator. This is a list of additional supplies that would be the team's responsibility to bring. Not all of these will be required for every home.

- Rake, small pruning tools, saw – to cut branches away from house.
- Rope or twine – to tie back large bushes
- Hammer, screwdrivers, pliers, and other small tools – to tack loose trim back into place and small screws to re-attach gutter downspouts
- Battery operated radio(s) to provide music at a moderate volume
- Extra tarps – old sheets and shower curtains can be used for this purpose
- Extra rolls of toilet paper
- Sun block
- Snack items

# Painting Instructions and Timetable

## **Preparation**

Process Time: ½ hour (start with your area leads to get ahead)

Manpower Requirements: Entire Team

- A. Lay tarps around perimeter of house – to catch paint chips, debris and spilled paint.
- B. Set up ladders:
  - 1. The base of extension ladders should extend a minimum of 7 feet from the house.
  - 2. Stepladders are to be fully extended. Never step on the top 2 steps.
  - 3. Position ladders properly. Ladders should be sturdy and secure before climbing.
  - 4. Always move ladders with assistance.
- C. Distribute supplies to sides of house as requirements dictate.
- D. Begin all tasks by having approximately 4-5 people at each side of the house. Workers should avoid congestion by working on various levels simultaneously on each side of the house.

## **Scraping**

Process Time: 1 to 2 hours

Manpower Requirements: Entire Team (START HIGH & WORK DOWN)

- A. Scrape / remove loose paint.
- B. Rough glossy surfaces with sandpaper or wire brushes.
- C. Clean up paint chips with brooms and rags.
- D. Apply primer as needed to bare wood.

## **Painting**

Process Time: 5 hours

Manpower Requirements: Entire Team

- A. Conserve materials. Open one can of paint at a time. Stir paint well.
- B. Pour paint into paint pans or pails. Never work from a full can of paint.
- C. Use enough paint to cover in one coat without dripping.
- D. You should NOT use sprayers. Over spray may drift onto windows, roofs, or neighboring houses. You are responsible for rectifying any errors.

## **Clean-up**

- Supplies are to be cleaned, dried, and placed in the plastic bin and returned. Supervision must be given to ensure brushes are thoroughly cleaned. Do not throw away brushes or supplies unless unusable.
- Gather and stack all unopened paint cans where the homeowner determines.
- Wash, rinse, and dry all windows that have paint spots.
- Discard debris in trash bags
  - Carefully place any paint chips from tarps into trash bags
  - Discard empty paint cans
- Do not leave until area lead has done the final inspection of home.
- Take personal supplies and possessions with you.
- Drop off supply bin to collection truck on event day.
- Congratulations!

## **End of Day**

- Encourage your team members to come directly to the celebration in their paint clothes. Teams that celebrate success together will be back next year!

# Team Leader Supply Checklist

The Team Leader will need to pick up the following supplies:

- Supply Bin** - Identified by team number/address. The contents may include:
  - Paint Brushes (varying sizes)
  - Roller Handles & Covers (equal quantity)
  - Paint Trays (disposable)
  - Paint Buckets
  - Extension Poles
  - Wire Brush/Scrapper
  - Paint Brushes (varying sizes)
  - Trash Bags
  - Crud Cutter
  - Paint Can Opener
  - Ladder Hooks
  - Rags
  - Masking Tape
  - Brush Comb, Spatula(s), Newspaper, Hose Nozzle
  
- House Sign**
  
- Beverage Bin / Tub**
  
- \$20** to be used for ice, pop, candy, etc.
  
- Team Lead “Yellow” T-shirt**
  
- 2 (or 3 depending on team size) Alpine Valley 5-gallon Water Jugs**
  - Return all water jugs (empty, partial and full) and hand pumps when returning the other supplies
  
- Clean Up Kit** - *Hose Nozzle, Spatula, Paint Brush Comb, Newspaper*

The following supplies will be delivered to the project house:

- **Paint** (base, trim, primer)
- **Drop Cloths**
- **Ladders**

At the end of the event day, be sure to re-pack your supply bin in an organized manner. All brushes, roller handles, and paint buckets need to be **completely** cleaned and stored. All trash (drop cloths, roller covers, paint tray liners, etc.) should be put in the trash bags and left at the home. If you have any questions, please contact your Area Lead.

- Lock up the ladders in the same area in which you found them in the morning (code is **8801**)

Also, note that we will be trying to collect the pictures you took during the day. There will be a location in the tent to hook up your camera (please bring your download cord) to a computer and download your pictures (item 3).