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# Sample: Team Leader Project Instructions

## Project Team Leader: <Name> Team Project: Cleanup Recreation Center Grounds and Paint Outside Fencing

### Project Impact:

* Painting the fence around the grounds of the Recreation Center improves the center’s aesthetics for a safer, cleaner neighborhood.

### Total Volunteers: 12

### Volunteer Tasks:

* Clean up area around fence
* Paint fence
* Cleanup / return tools / materials

### Safety Equipment:

* Gloves
* Eye Glasses

### Materials Needed:

|  |  |
| --- | --- |
| **Tools** | **Quantity** |
| Paint brushes | 12 |
| Paint can opener | 1 |
| 5-gallon bucket | 2 |
| 1-quart bucket | 12 |
| Rags |  |
| Trash bags | 5 |
| Wire brush | 5 |
| Rake | 2 |
| Flat Shovel | 2 |
| Cardboard | 2 |
| Acrylic Semi-Gloss Acrylic Coating Black | 2 |

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Before heading to your specific work area, fill one or two 5-gallon buckets with water. These will be used to cleanup any paint mishaps and/or will be used to clean brushes after the activity. If the water gets too dirty during the activity, contact a project floater to renew the water.

### Prepare area to paint

* Scrape off rust and other loose debris from fence area to be painted
* Rake area around fence to gather litter and debris, and use shovel to place in a trash bag
* Clean off area to be painted, using a damp rag
* Use cardboard to protect against spilled paint when filling 1 quart paint buckets

### Paint the fence

* Use a paintbrush to paint fence
* With a fully loaded brush, work top to bottom until the section is covered Cleanup / return tools / materials
* As you overlap areas already painted, lightly lift the brush off the fence to avoid leaving end marks and to help blend different areas into one seamless surface

### Clean-up/Breakdown

* Tightly seal remaining paint in cans
* Thoroughly and completely clean paintbrushes, and buckets using water
* Place cardboard in trash