



## 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