

DEPARTMENT OF THE ARMY TECHNICAL BULLETIN

ELECTROSTATIC PAINTING PROCEDURE FOR  
GENERAL OFFICE STEEL FURNITURE

Headquarters, Department of the Army, Washington, DC  
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**SECTION I  
GENERAL**

1. **Purpose.** a. This bulletin describes responsibilities and outlines the procedures for the refinishing and/or electrostatic painting of general office steel furniture on site.
  - b. Technical information is applicable to items listed in the CTA 50-913 Office Type Furniture and Equipment.
  - c. This bulletin contains criteria and procedures for the preparation of purchase orders to the

contractor for services required.

2. **Scope.** This bulletin applies to US Army organizations, installations, activities and reserve components worldwide. Army offices within the National Capitol Region, as defined by AR 1-39, are exempt from these provisions.

**SECTION II  
CRITERIA**

3. **General Information.** a. The application of GSA contracts for refinishing and/or electrostatic painting of rehabilitated Government furniture is a mandatory Army-wide requirement.
  - b. Assistance for the preparation of purchase orders can be obtained from the applicable GSA Regions listed in tables 1 and figure 1.
  - c. All services required by the Army activities/installations under any contract listed in the GSA price schedule shall be included in the purchase order issued by the ordering agencies.
  - d. At the minimum, purchase orders should contain

- the following information:
- (1) Name of ordering office.
  - (2) Name and address of contractor.
  - (3) Contract number.
  - (4) Appropriation chargeable.
  - (5) Item number in the schedule applicable to type of service desired.
  - (6) Brief description of service/give sufficient information to make positive identification.
  - (7) Designation of area at which furniture is to

be painted, if other than where furniture is located.  
 (8) Agency purchase order number.  
 (9) Name, office location and telephone number of person responsible for inspection.

- (4) 25183 Blue
- (5) 26134 Gray
- (6) 27040 Black
- (7) 27769 Parchment

**4. Procedures.** A. Purchase orders for services listed in GSA price schedule should be addressed and forwarded directly to the contractor servicing the area where service is required. The item description, the name and address of the contractor, the contractor number, and any special contract terms are shown in the price schedule.

b. An agency ordering office shall not issue a series of smaller orders in quick succession, aggregating an amount in excess of the applicable limitation specified in the maximum order limitation provisions.

c. For coordination of essentials to be included in the Purchase Orders, contact personnel in the Personal Property Division, Property Rehabilitation Branch of the Appropriate GSA Region.

d. Chip numbers assigned to approved colors for the electrostatic painting of rehabilitated furniture are as follows:

- (1) 20260 Gold
- (2) 21302 Red
- (3) 23785 Yellow

Desk tops can be refinished in walnut, leather white, rosewood or teak. Exceptions to the approved color chart above is not authorized for active Army and Reserve units.

e. The national stock numbers now assigned to General Office Steel Furniture will not be affected as the result of an approved color change. Identification to color change of furniture may be parenthetically annotated following the national stock number entries in the property book or other supply documentation, as desired. Requirements for replacement items will be requisitioned by national stock number and nomenclature without any reference to colors.

f. Using activities should familiarize themselves with the using agency and contractor requirements as set forth in the price schedule.

g. Safety guidelines outlining certain precautionary measures that should be taken when the electrostatic spray painting process is used are cited in appendix A.

**SECTION III  
 INITIAL DISTRIBUTION AND RESUPPLY**

**5. Procedures.** a. This publication is distributed by the pin-point method prescribed by AR 310-2.

b. To obtain additional copies of this bulletin, requisition in accordance with Pam 310-10-2, The

Standard Army Publication System (STARPUBS) Resupply Guide.

Table 1. General Services Administration Federal  
Property Resources Service

| <u>REGION</u> | <u>ADDRESS OF REGIONAL OFFICES</u>   |
|---------------|--|
| 1             | Personal Property Division<br>Property Rehabilitation Branch<br>670 Arsenal Street<br>Watertown, MA 02172<br>Phone: (617) 223-4049<br>FTS:223-4049                                       |
| 2             | Personal Property Division<br>Property Rehabilitation Branch<br>26 Federal Plaza<br>New York, NY 10007<br>Phone: (212) 264-8317<br>FTS:264-2605  |
| 3             | Personal Property Division<br>Property Rehabilitation Branch<br>GSA Regional Office Building<br>7th and D Streets, S.W.<br>Washington, DC 20407<br>Phone: (202) 472-6929<br>FTS:472-6929 |
| 4             | Personal Property Division<br>Property Rehabilitation Branch<br>75 Spring Street, S.W.<br>Atlanta, GA 30303<br>Phone: (404) 221-3059<br>FTS:242-3059                                     |
| 5             | Personal Property Division<br>Property Rehabilitation Branch<br><br>230 S. Dearborn Street<br>Chicago, IL 60604<br>Phone: (312) 353-6051<br>FTS:353-6051                                 |

*Table 1. General Services Administration Federal  
Property Resources Service -- Continued*

| <u>REGION</u> | <u>PERSONAL PROPERTY DIVISION</u>   |
|---------------|---|
| 6             | Personal Property Division<br>Property Rehabilitation Branch<br>1500 East Bannister Road<br>Kansas City, MO 64131<br>Phone: (816) 926-7344<br>FTS:926-7252  |
| 7             | Personal Property Division<br>Property Rehabilitation Branch<br>819 Taylor Street<br>Fort Worth, TX 76102<br>Phone: (817) 334-2345<br>FTS:334-2345          |
| 8             | Personal Property Division<br>Property Rehabilitation Branch<br>Bldg 41, Denver Federal Center<br>Denver, CO 80225<br>Phone: (303) 234-3981<br>FTS:234-3981 |
| 9             | Personal Property Division<br>Property Rehabilitation Branch<br>525 Market Street<br>San Francisco, CA 94105<br>Phone: (415) 556-0286<br>FTS: 556-0286      |
| 10            | Personal Property Division<br>Property Rehabilitation Branch<br>GSA Center, Auburn, WA 98002<br>Phone: (206) 833-6500 Ext. 475<br>FTS:396-5475              |

# GENERAL SERVICES ADMINISTRATION REGIONAL OFFICES

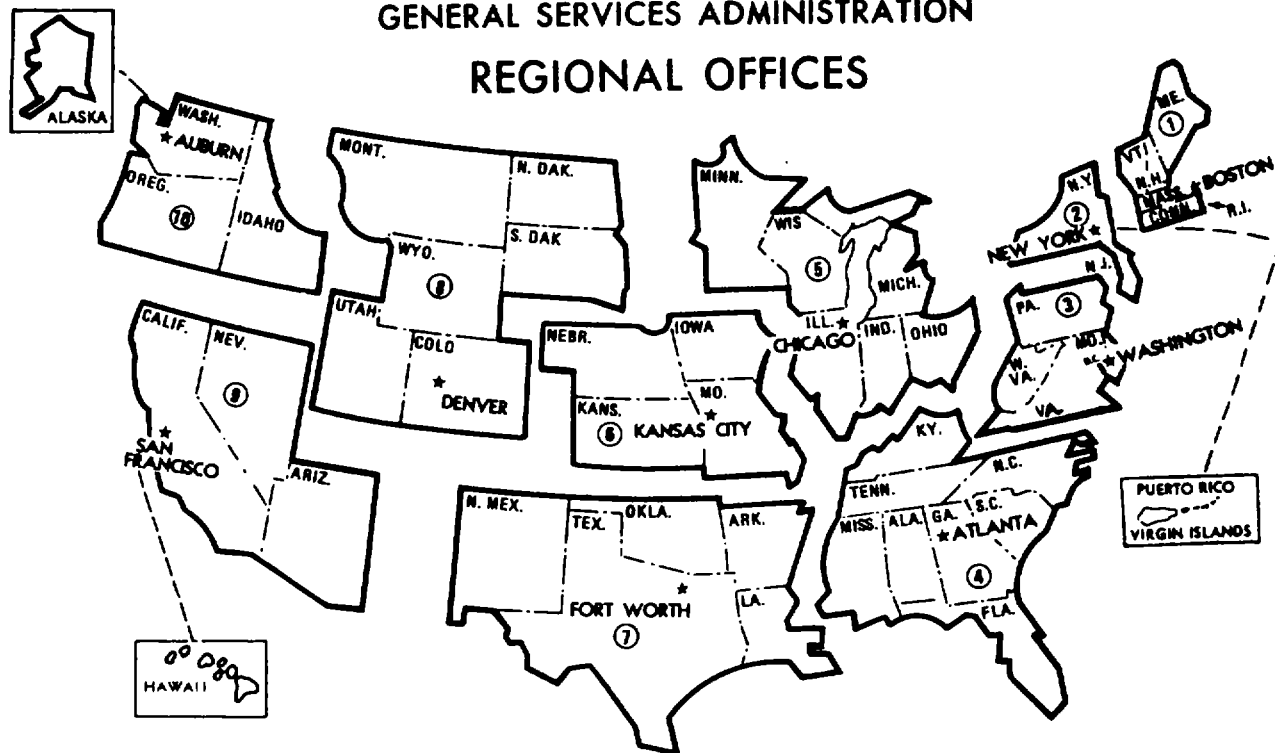


Figure 1.

**APPENDIX A**  
**SAFETY GUIDELINES FOR ELECTROSTATIC SPRAY**  
**PAINTING OF METAL FURNITURE**

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Electrostatic painting, when performed according to specifications, is a safe method of sprucing up your metal furniture. However, there are some risks involved as there are with any job using paint and paint solvents. To avoid any fire hazard or any unnecessary employee discomfort, please observe the following precautions:

*a.* Read and implement the advice contained in the "Ordering Agency Requirements" paragraph of the price schedule. It is advisable to have somebody detailed to observe the work.

*b.* Ascertain that the contractor is using the type of paint specified. This will not only result in better looking furniture, but it will reduce the fire hazard potential.

*c.* Ascertain that proper ventilation is provided throughout the painting operation. This will normally reduce the paint odor level that is noticeable the next day.

*d.* Schedule the work so that painting is never done in inhabited areas or in areas adjacent to inhabited areas (e.g., areas where work is going on while the painters are working). Solvent vapors are normally dispersed by the morning after the job, however, concentrations during painting operations can reach a level that will cause discomfort.

By Order of the Secretary of the Army:

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*Chief of Staff*

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