Sample Renovation Recordkeeping Checklist

Name of Firm: ____________________________

Date and Location of Renovation: ____________________________

Brief Description of Renovation: ____________________________

Name of Assigned Renovator: ____________________________

Name(s) of Trained Worker(s), if used: ____________________________

Name of Dust Sampling Technician, Inspector, or Risk Assessor, if used: ____________________________

___ Copies of renovator and dust sampling technician qualifications (training certificates, certifications) on file.

___ Certified renovator provided training to workers on (check all that apply):

__ Posting warning signs  __ Setting up plastic containment barriers
__ Maintaining containment  __ Avoiding spread of dust to adjacent areas
__ Waste handling  __ Post-renovation cleaning

___ Test kit or test results from an EPA-recognized laboratory on collected paint chip sample, used by certified renovator to determine whether lead was present on components affected by renovation (identify method used, type of test kit used (if applicable), laboratory used to conduct paint chip analysis, describe sampling locations and results):

___ Warning signs posted at entrance to work area.

___ Work area contained to prevent spread of dust and debris

__ All objects in the work area removed or covered (interiors)
__ HVAC ducts in the work area closed and covered (interiors)
__ Windows in the work area closed (interiors)
__ Windows in and within 20 feet of the work area closed (exteriors)
__ Doors in the work area closed and sealed (interiors)
__ Doors in and within 20 feet of the work area closed and sealed (exteriors)
__ Doors that must be used in the work area covered to allow passage but prevent spread of dust
__ Floors in the work area covered with taped-down plastic (interiors)
__ Ground covered by plastic extending 10 feet from work area—plastic anchored to building and weighed down by heavy objects (exteriors)
__ Vertical containment installed if property line prevents 10 feet of ground covering, or if necessary to prevent migration of dust and debris to adjacent property (exteriors)

___ Waste contained on-site and while being transported off-site.

___ Work site properly cleaned after renovation

__ All chips and debris picked up, protective sheeting misted, folded dirty side inward, and taped for removal
__ Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interiors)

___ Certified renovator performed post-renovation cleaning verification (describe results, including the number of wet and dry cloths used):

___ If dust clearance testing was performed instead, attach a copy of report

___ I certify under penalty of law that the above information is true and complete.

Name and title ____________________________  Date ____________________________