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 kits used by certified renovator to determine whether lead was present on components affected by renovation (identify kits used and 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)
- If necessary, vertical containment installed 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