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 ____________________________