

SAMPLE RENOVATION RECORDKEEPING CHECKLIST

Name of Firm: _____

Date and Location of Renovation: _____

Brief Description of Renovation: _____

Name of Assigned Renovator: _____

Name(s) of Trained Workers, 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
 - Maintaining containment
 - Waste handling
 - Setting up plastic containment barriers
 - Avoiding spread of dust to adjacent areas
 - 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 weighted 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