

## 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
  - 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 or mark if lead is ASSUMED): \_\_\_\_\_
- Test Kit form sent to Home Owner, attach a copy of report.
- 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): \_\_\_\_\_

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- If dust clearance testing was performed instead, attach a copy of report.
  - Sent copy to Home Owner of entire project file, including recording keeping checklist.
  - I certify under penalty of law that the above information is true and complete.

\_\_\_\_\_  
name and title

\_\_\_\_\_  
date