EPA RENOVATION, REPAIR, AND PAINTING RECORDKEEPING CHECKLIST

The Lead-Based Paint Renovation, Repair and Painting Program (RRP) is a federal regulatory program affecting contractors, property managers, and others who disturb painted surfaces.

• It applies to child-occupied facilities such as schools and day-care centers **built before 1978 with children 6 years of age and under**.

• It includes pre-renovation education requirements as well as training, certification, and work practice requirements.

– **Pre-renovation education requirements**:

> • Contractors, property managers, and others who perform renovations for compensation in residential houses, apartments, and child-occupied facilities built before 1978 are **required to distribute a lead pamphlet** before starting renovation work. It is called "Renovate Right".

– **Training, certification, and work practice requirements**:

> • **Firms are required to be certified**, their employees must be trained (either as a certified renovator or on-the- job by a certified renovator) in use of lead-safe work practices, and lead-safe work practices that minimize occupants' exposure to lead hazards must be followed.

-- Renovation is broadly defined as any activity that disturbs painted surfaces and includes most repair, remodeling, and maintenance activities, including window replacement. Areas under 6 square feet indoors and 20 square feet outdoors are exempt from this rule but OSHA regulations must still be followed.

The following checklist can be used for assisting with compliance with the RRP rule. Certified renovators can be located and verified at

Name of Firm: _____

Date(s) and Location of Renovation: _____

Brief Description of Renovation: _____

_____

Name of Certified 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 certifications on file.
- ☐ Copy of OSHA notification letter before renovation starts.
- ☐ Renovator provided required pamphlet to school before renovation starts.
- ☐ Test kits/sampling method used by certified renovator to determine whether lead was present on components affected by renovation (identify kits used and describe sampling locations and results):

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_____

☐ Certified renovator provided training to workers on (check all that apply):
- ☐ Posting warning signs
- ☐ HEPA vacuum on site
- ☐ Setting up plastic containment barriers
- ☐ Maintaining containment
- ☐ OSHA respirator program in effect
- ☐ Avoiding spread of dust to adjacent areas
- ☐ 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)
- ☐ All chips and debris picked up, protective sheeting misted, folded dirty side inward, and taped for removal
- ☐ Waste contained on-site and while being transported off-site
- ☐ 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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_____

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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.

Renovator Name , _____

Title_____

Date _____