

# 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

I have received a copy of this form for my personal records of this project.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date