



PURCHASING DIVISION

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Lead Based Paint Renovation Record Keeping Checklist

Vendor	
Renovation Location (Site Name)	
Renovation Location (Apartment/House Number)	
Renovation Start Date	
Renovation End Date	
Description of Renovation	
Name of Assigned Renovator	
Name(s) of Trained Workers (if used)	
Name of Dust Sampling Technician/Inspector/Risk Assessor (if used)	
Renovator and dust sampling technician qualifications are on file	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certified renovator training provided to workers on	
Posting warning signs	Yes <input type="checkbox"/> No <input type="checkbox"/>
Maintaining Containment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Waste Handling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Plastic containment barriers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Avoiding Dust Spread	Yes <input type="checkbox"/> No <input type="checkbox"/>
Post Renovation Cleaning	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tests Kits Used to Determine the Presence of Lead on components affected by the renovation	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, identify the kits used, sampling location and the results	
Warning signs posted at the work entrance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work area contained to prevent the spread of dust and debris	Yes <input type="checkbox"/> No <input type="checkbox"/>
All objects in the work area were removed or covered (interior)	Yes <input type="checkbox"/> No <input type="checkbox"/>
HVAC ducts in the work area were closed and covered (interior)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows in the work area were closed	Yes <input type="checkbox"/> No <input type="checkbox"/>

(interiors)	
Windows in and within 20 feet of the work area were closed (exteriors)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Doors in the work area closed and sealed (interiors)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Doors that must be used in the work area are covered to allow passage but prevent the spread of dust.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Floors in the work area are covered with taped down plastic (interiors).	Yes <input type="checkbox"/> No <input type="checkbox"/>
The ground is covered by plastic extending 10 feet from the work area-plastic anchored to the building and weighed down by heavy objects (exteriors).	Yes <input type="checkbox"/> No <input type="checkbox"/>
If necessary, vertical containment installed to prevent migration of dust and debris to adjacent property (exteriors).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Waste contained on-site and while being transported off site.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work site properly cleaned after renovation	Yes <input type="checkbox"/> No <input type="checkbox"/>
All chips and debris picked up, protective sheeting misted, folded dirty side inward and taped for removal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interiors)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certified renovator performed post-renovation cleaning verification (describe the results including the number of wet and dry cloths used)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If dust testing was performed instead, attach a copy of the report.	

I certify, under penalty of law, that the above information is true and complete.

Name and Title

Date