ARGUS PACIFIC
TRAINING • CONSULTING
A Terracon COMPANY

LEAD RENOVATION RECORDKEEPING CHECKLIST

Name of Renovation Firm: _____ Date: _____

Renovation Project Address: _____

Brief Description of Renovation Project: _____

_____

_____

Name(s) of Certified Renovator(s): _____

Name(s) of Trained Worker(s), if used: _____

_____

Name(s) of Subcontractors & their certified firm numbers, if used: _____

_____

IF APPLICABLE: Name(s) of Dust Sampling Technician, Inspector, or Risk Assessor, if used: _____

_____

CHECK OFF COMPLETED ITEMS BELOW

Job Site Documents

- ____ Certified Lead Renovator certificate with photo and contact phone
- ____ Copy of Certified Firm certificate

In-Office Project File Documents

- ____ Copies of lead renovator, dust sampling technician & renovator-trained workers qualifications (training certifications)
- ____ Documentation of non-certified worker training
- ____ Lead-based paint test results (if used)
- ____ Copies/photos of all signs/notices posted
- ____ Receipt for Renovate Right (proof of delivery)
- ____ Renovation Recordkeeping Checklist & Report

Certified Lead Renovator provided training to non-certified workers on the following (check all that apply)

- ____ Posting warning signs
- ____ Maintaining containment
- ____ Waste handling
- ____ Setting up plastic containment barriers
- ____ Avoiding spreading dust to adjacent areas
- ____ Post-renovation cleaning

Lead Testing (select one and attach records)

- ____ Certified Lead Renovator
- ____ Certified Lead Inspector or Risk Assessor
- ____ Paint presumed to be lead paint & not tested

Interior Containment of Work Area to prevent spreading of dust & debris

- ____ Warning signs posted at entrances
- ____ All objects removed or covered
- ____ Windows closed
- ____ Vertical containment used – optional
- ____ HVAC ducts closed and covered
- ____ Doors closed and sealed
- ____ Doors that must be used in the work area covered w/ plastic to allow passage but prevent spread of dust
- ____ Floors covered w/plastic and taped down (6' or more)
- ____ Waste contained on-site, and while being transported off-site

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Exterior Containment of Work Area to prevent spreading of dust and debris

____ Windows in and within 20 feet of the work area closed

____ Doors in and within 20 feet of the work area closed

____ Doors that must be used in the work area covered w/ plastic to allow passage but prevent spread of dust

____ Ground covered by plastic extending 10' or more from work area- plastic anchored to building and secured with weighted objects

____ Vertical containment used if adjacent property line is less than 10' away

____ Waste contained on-site, and while being transported off-site

Clean-up: Work Site Properly Cleaned after renovation

____ All chips and debris picked up, protective sheeting misted and folded dirty side inward, and taped closed for removal

____ All surfaces and objects in work area and 2' out are HEPA vacuumed & wet cloths or mops (interiors)

____ Certified renovator performed visual inspection & recleaned as needed

____ 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

Emergency Renovation (check one): Yes ☐ No ☐

If yes, describe the type of emergency & rules not followed because it was an emergency: _____

_____

_____

_____

_____

Additional Comments

_____

_____

_____

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

Print Certified Renovator's Name & Title: _____

Certified Renovator's Signature: _____ Date: _____

Print Customer's Name: _____

Certified Renovator's Signature: _____ Date: _____

Note: A copy of this report must be provided to the owner, an adult occupant (if not the owner) or adult representative no more than 30 days after job completion or upon submission of the invoice. Additionally, if the work was performed in common areas: either the actual report or instructions for how to obtain a copy must be posted.