

RENOVATION RECORDKEEPING CHECKLIST & REPORT

Certified Firm Name: _____

Job Date: _____

Job Address: _____

Brief Description of Renovation: _____

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

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

Name(s) of Sub-Contractors & Certified Firm Numbers, if used: _____

Name of Inspector or Risk Assessor, if used: _____

___ Job Site Documents

___ Certified Renovator Certificate with contact number ___ Certified Firm Certificate

___ In-Office Job File Documents

___ Copies of Certified Renovator qualifications (training certificates, certifications)

___ Proof of Non-Certified Worker Training

___ Lead-based paint test results (if used) ___ Receipt for Renovate Right (or proof of delivery)

___ Copies / photos of all signs/notices posted ___ Renovation Recordkeeping Checklist & Report

___ Non-Certified Worker Trained as needed (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

___ Lead Testing (Select One & Attach Test Records):

___ Certified Renovator ___ Licensed Lead Inspector/Risk Assessor ___ Lead Presumed not Tested

___ Interior Containment – Work Area Contained to Prevent Spread of Dust & Debris

___ Signs posted at entrance to work area ___ All objects in the work area removed or covered

___ Floors covered (6' or more) with taped-down plastic ___ Vertical Containment Used - optional

___ HVAC ducts in the work area closed and covered

___ Windows in the work area closed ___ Doors in the work area closed and sealed

- Exterior Containment – Work Area Contained to Prevent Spread of Dust & Debris
 - Windows within 20' of the work area closed Doors within 20' of the work area closed
 - Doors that must be used in the work area covered to allow passage but prevent spread of dust
 - Ground covered by plastic extending 10' or more as needed from work area
 - Vertical Containment used to contain dust and debris to adjacent property if less than 10' to property line
 - Waste contained on-site and while being transported off-site
 - Clean-up - Work Area Properly Cleaned After Renovation
 - All chips and debris picked up, protective sheeting misted, folded dirty side inward, and taped for removal
 - All surfaces & items (inside work area & 2' beyond) HEPA vacuumed & wet cleaned (interiors)
 - Certified Renovator performed Visual Inspection & recleaned as needed
 - Cleaning Verification performed by Certified Renovator (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 (circle one): **YES** **NO**

If Yes, describe nature of emergency & rules not followed: _____

Additional Comments: _____

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

Certified Renovator's Name (please print)	Signature	Date
Customer's Name (please print)	Signature	Date

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