

RENOVATION RECORDKEEPING CHECKLIST & REPORT

Name of Certified Firm: _____

Date of Renovation: _____

Location of Renovation: _____

Brief Description of Renovation: _____

Name of Assigned Certified Renovator: _____

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) ___ Proof of owner/occupant pre-renovation education

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

___ 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 or more as needed from work area (exteriors)
- Vertical Containment installed to prevent migration of dust and debris to adjacent property if less than 10' to property line (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): _____

Emergency Renovation (circle one): **YES** **NO**

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

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.

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