



# LeadCheck<sup>®</sup>

RED MEANS LEAD

## LeadCheck<sup>®</sup> Recordkeeping Forms

All required documentation:

- Pre-Renovation Education and Notification
- LeadCheck<sup>®</sup> Test Kit Documentation Form
- Non-Certified Workers Training Form
- Lead Safe Work Practices Check List
- Cleaning Verification Form

JOB NAME: \_\_\_\_\_

JOB DATE: \_\_\_\_\_



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\*—Indicates a copy of the form must be given to property owner

You must also keep a copy of a description of the scope of the work being done, proof of valid certification of the renovator and form on site, and you must bring a *Renovate Right Pamphlet* to give to property owner.



## Pre-Renovation Form

This form may be used by firms to document compliance with the requirements of the Federal Lead-Based Paint Renovation, Repair, and Painting Program.

### Occupational Confirmation

#### Pamphlet Receipt

I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

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Printed Name of Owner-occupant

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Signature of Owner-occupant

#### Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instruction to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

**Declined**—I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

**Unavailable for Signature**—I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left)

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Printed Name of Person Certifying Delivery

Attempted Delivery Date

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Signature of Person Certifying Lead Pamphlet Delivery

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Unit Address

Note regarding Mailing Option—As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least 7 days before renovation. Mailing must be documented by a certificate of mailing from the post office



**Renovation Notice**—For use in notifying tenants of renovations in common areas of multi-family housing.

The following renovation activities will take place in the following locations:

Activity (e.g., sanding, window replacement)

Location (e.g., lobby, recreation center)

The expected starting date is \_\_\_\_\_ and the expected ending date is \_\_\_\_\_. Because this is an older building built before 1978, some of the paint disturbed during the renovation may contain lead paint. You may obtain a copy of the pamphlet, Renovate Right, by telephoning me at \_\_\_\_\_. Please leave a message and be sure to include your name, phone number and address. I will either mail you a pamphlet or slide one under your door.

Date

Printed name of renovator

Signature of Renovator

**Record of Tenant Notification Procedures**

Project Address \_\_\_\_\_

Street (apt #) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner of multi-family housing

Number of dwelling units

Method of delivering notice forms (e.g. delivery to units, delivery to mailboxes of units)

Name of person delivering notices

Signature of person delivering notices

Date of Delivery



## Non-Certified Workers Training Log

### PARTICIPANTS PROGRESS LOG

	Module 3 (15 min)	Module 4 (45 min)				Module 5 (10 min)	Module 6 (50 min)				
Name of Trainee	Skill Set 1: Using LeadCheck® Test Kit	Skill Set 2: Setting up Barriers, Signs and Flapped Entry Doors	Skill Set 3: Cover or Remove Furniture	Skill Set 4: Establish Interior Containment	Skill Set 5: Establish Exterior Containment	Skill Set 6: Personal Protective Equipment	Skill Set 7: Interior Final Cleaning	Skill Set 8: Exterior Final Cleaning	Skill Set 9: Bagging Waste	Skill Set 10: Visual Inspection	Skill Set 11: Cleaning Verification Process

Date of Training: \_\_\_\_\_

Certified Renovator Name: \_\_\_\_\_

**Important**  
 The Skill Sets shaded above are only things that a Certified Renovator can do! It is important for the Non-Certified Workers to understand the rules and guidelines but they cannot Test, Verify, Supervise Containment or place the signs and barriers





**LeadCheck® Test Kit Documentation Form**

Page \_\_\_\_ of \_\_\_\_

Renovation Address: _____	Unit # _____
City: _____	State: _____ Zip Code: _____

Test Location # ____	Test Kits Used: (Circle Only One)	Test Kit #1	Test Kit #2	Test Kit #3
Description of Test Location: _____				
Result: Is lead present? (Circle only one)	YES	NO	Presumed	

Test Location # ____	Test Kits Used: (Circle Only One)	Test Kit #1	Test Kit #2	Test Kit #3
Description of Test Location: _____				
Result: Is lead present? (Circle only one)	YES	NO	Presumed	

Test Location # ____	Test Kits Used: (Circle Only One)	Test Kit #1	Test Kit #2	Test Kit #3
Description of Test Location: _____				
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Description of Test Location: _____				
Result: Is lead present? (Circle only one)	YES	NO	Presumed	



## 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
- \_\_\_ Maintaining containment
- \_\_\_ Waste handling
- \_\_\_ LeadCheck® 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):
- \_\_\_ Setting up plastic containment barriers
- \_\_\_ Avoiding spread of dust to adjacent areas
- \_\_\_ Post-renovation cleaning

\_\_\_ 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 are closed and sealed (exteriors)
- \_\_\_ Doors that must be used in the work are 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 of copy of report

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

Name and Title

Date

