

**CHECKLIST FOR RENOVATIONS REGULATED
BY THE LEAD RENOVATION, REPAIR, AND
PAINTING (RRP) RULE**

**CHECKLIST FOR RENOVATIONS
REGULATED BY THE RRP RULE**

THE PURPOSE OF THIS FORM IS TO DOCUMENT COMPLIANCE WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY'S LEAD RENOVATION, REPAIR, AND PAINTING RULE ("RRP RULE"), 40 C.F.R. § 745.80, *et seq.*, OR ANY APPLICABLE U.S. EPA-AUTHORIZED STATE OR TRIBAL PROGRAM REGULATING LEAD-BASED PAINT SAFE WORK PRACTICES.

IN THE EVENT OF ANY DISCREPANCY BETWEEN THE REQUIREMENTS IN THIS DOCUMENT AND THE RRP RULE, THE RRP RULE PREVAILS.

General Project Information:

Property Address: _____

_____ City State Zip

Contractor/subcontractor firm name and certification number (copy of the firm certificate must be on file with Respondent)

Firm Name Certification Number

Assigned certified renovator name & certification number (copy of training certificate must be available on the work site and attached to this checklist):

Renovator Name Certification Number

Brief description of Renovation Project (include painted surfaces disturbed and estimated size):

Did the contractor/subcontractor obtain a written determination from a certified inspector or risk assessor that lead-based paint was not present on the components affected by the renovation?

Yes and a copy of the determination is attached to this checklist. (Form is COMPLETE. Sign Certification on last page.)

No (Continue to Next Section, "Lead Testing Information")

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LEAD TESTING INFORMATION:

Were EPA or applicable state recognized lead test kits used by certified renovator on each and every component (for example, each window to be replaced must be tested unless it is assumed to have lead-based paint) to determine whether lead was present on components affected by renovation?

Yes **N/A**

Identify workers and kits used and describe components tested, sampling locations and results below. Follow the lead test kit directions completely when testing components. Document paint chip sampling using the template on the following page and attach any laboratory results.

Certified Renovator Name	Certification Number

Attach additional sheets as needed.

Test Kit Manufacturer and Model	Date of Testing	Component and Location Tested	Result

Attach additional sheets as needed

Note -- Each window to be replaced must be tested unless it is assumed to have lead-based paint. See EPA Guidance for appropriate surfaces to test on each window/window assembly.

**CHECKLIST FOR RENOVATIONS
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General Information

Name of Property Owner: _____
Address: _____
City: _____ State: _____ Zip code: _____ Contact#: () _____
Email: _____

Renovation Information

Renovation Address: _____ Unit#: _____
City: _____ State: _____ Zip code: _____
Certified Firm Name: _____
Address: _____
City: _____ State: _____ Zip code: _____ Contact #: () _____ - _____
Email: _____
Certified Renovator Name: _____
Date Certified _____ / _____ / _____

For each sample collected, fill out all of the following information:

Sample Identifier: _____
Sample Collector Name: _____
Sampling Location : _____
Sampling site description: _____ Date of Collection: / /
Sample Dimensions (cm): _____ Calculate Sample Area (cm): _____
*NLLAP-recognized entity and location: _____
Submission date: / / Results: _____ Result Date: _____
Attach additional sheets as necessary.
*National Lead Laboratory Accreditation Program

Was lead-based paint determined to be present on the components affected by the renovation?

- Yes** (Continue to Next Section, "Notification, Work Practices, and Recordkeeping").
- Presumed to be present on the components affected by the renovation (Continue to Next Section, " Notification, Work Practices, and Recordkeeping").
- No** (Form is COMPLETE, complete and sign Certification on last page.)

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NOTIFICATION, WORK PRACTICES, AND RECORDKEEPING:

(40 C.F.R. Parts §§ 745.84-745.86 or applicable state program)

Please acknowledge one of the following:

- Signed and dated acknowledgments of receipt of the Renovate Right pamphlet from, as applicable: owners and, if not owner-occupied, adult occupants of dwelling units, owners of multi-unit housing for renovations in common areas; and owners and adult representatives of child-occupied facilities are attached to this checklist;

OR

- Certificates of mailing of the Renovate Right pamphlet to the following, as applicable: owners and, if not owner-occupied, adult occupants of dwelling units; owners of multi-unit housing for renovations in common areas; and owners and adult representatives of child-occupied facilities are attached to this checklist.

OR

- Certificates of attempted delivery of the Renovate Right pamphlet to adult occupants of dwelling units or adult representatives of child-occupied facilities are attached to this checklist.

Comments on pamphlet delivery (*i.e.*, obstacles encountered and how they were addressed):

If the Renovation Project involved a common area of a multi-unit building, was a signed statement describing the steps taken to notify all occupants of multi-unit housing of the renovation activities, to provide the Renovate Right pamphlet to all occupants, and to inform of any changes to the renovation activities, obtained and attached?

Yes **Not Applicable (N/A)**

If the Renovation Project was performed in a child-occupied facility, was a signed statement describing the steps taken to notify all parents and guardians of children using child-occupied facilities of the renovation activities, to provide the Renovate Right pamphlet, and to provide a copy of the records showing compliance with the RRP Rule and any dust clearance sampling reports obtained and attached?

Yes **N/A**

NOTIFICATION, WORK PRACTICES, AND RECORDKEEPING: continued

If applicable, certified renovator provided training to workers on (check all that apply):

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

List Names of workers trained (attach a copy of any records documenting which elements were taught to each worker):

Certified Renovator posted signs defining work area to keep others out of renovation work area. Warning signs were posted at entrance to work area.

Yes N/A

Work area contained to prevent spread of dust and debris? (Check all that apply)

(INTERIOR)

- All objects in the work area were removed or covered.
- HVAC ducts in the work area were closed and covered.
- Windows and doors in the work area were closed and sealed.
- Floor surfaces covered by plastic extending 6 feet from work area.
- Doors in the work area were closed and sealed.
- Doors that must be used in the work area were covered to allow passage but prevent spread of dust.
- Floors in the work area were covered with taped-down plastic.

(EXTERIOR)

- Windows in and within 20 feet of the work area were closed.
- Doors in and within 20 feet of the work area were closed and sealed.
- Ground was covered by plastic extending 10 feet from work area - plastic anchored to building and weighed down by heavy objects.
- If necessary, vertical containment was installed if property line prevents 10 feet of plastic ground cover, or if necessary to prevent migration of dust and debris to adjacent property.

NOTIFICATION, WORK PRACTICES, AND RECORDKEEPING: (continued)

Please acknowledge the following if applicable:

None of the prohibited and restricted work practices was employed.

Yes **NIA**

Waste was contained on-site and while being transported off-site.

Yes **NIA**

Work site was properly cleaned after renovation (check all that apply):

Yes **NIA**

- All chips and debris were picked up, protective sheeting misted, folded dirty side inward, and taped for removal;
- Plastic sheeting misted, folded dirty side inward, and taped for removal; and
- Work area surfaces, walls, and objects were 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:

OR

If dust clearance testing was performed instead of cleaning verification, the sample results were below clearance standards and a copy of the report was provided to property owners and, if not owner-occupied, adult occupants of residential dwellings or adult representatives of child-occupied facilities and posted in common areas of any multi-unit housing. A copy of the results is attached to this checklist.

Yes **N/A**

Name(s) of dust sampling technician, inspector, or risk assessor, if used (attach copies of their certification to this checklist):

If the renovation is an emergency renovation under the RRP Rule, describe in detail the nature of the emergency, the work that was done, and document the provisions of the RRP Rule that were not followed and the post-renovation cleanup.:

CONTRACTOR/SUBCONTRACTOR CERTIFICATION

I, the undersigned contractor/subcontractor, certify under penalty of law that the above information is true and complete, and do hereby certify that I have complied with all requirements of the Lead Renovation, Repair, and Painting Rule ("RRP Rule"), 40 C.F.R. § 745.80, et seq., and/or any applicable state laws or program regulating lead-based paint safe work practices, including compliance with all information distribution, notice requirements and work practice standards in performing this Renovation Project. I certify that I have provided the occupants (if any) of the Property to be Renovated, with all documentation required to be supplied under the RRP Rule and/or state program, shall retain all records required by law for at least 3 years or longer if required by state law, and shall provide copies to EPA of all the records required to be retained by the RRP Rule or applicable state program upon request. I have provided _____, with a completed copy of this Renovation Recordkeeping Checklist and all associated documentation to support its contents.

Contractor/subcontractor Name and Title

Date

Signature of Authorized Officer

Date

Print Name of Authorized Officer

Title