

Lead Paint Compliance Checklist

- Was the residence built before 1978? If yes, follow checklist. (If possible, obtain and keep a copy of record noting date home building was completed)
- Get Certified Renovator training from EPA-approved trainer. Keep copy of renovator certification.
- Get Firm Certification by sending application and \$300 to EPA. Keep copy of firm certification.
- Give customer copy of Renovate Right brochure (before beginning the job).
- Collect customer signature for receipt of Renovate Right.
- Determine the work area.
- Test components for lead using EPA-recognized kits.
- Record results of lead testing.
- Post required signs.
- Set up work area containment (plastic barriers, plastic on floors etc.).
- Train employees who will be working on project in lead safe work practices.
- Follow lead-safe work practices. Do not use prohibited practices.
- Follow clean up procedure by containing and disposing of dust.
- Conduct cleaning verification by comparing swab to EPA-card.
- Complete job checklist for records (job description, lead testing, work practices, clean up).
- Give copy of records to customer within 30 days of finishing job.
- Keep the following documentation for remodeling firm records for at least 3 years:
 - Signed Pre-Renovation Education Form (Renovate Right receipt)
 - Completed and Signed Renovation Recordkeeping Checklist
 - Completed Test Kit Documentation Form Information Sheet
 - Completed Test Kit Documentation Form Test Results Sheet
 - Signed Customer Acknowledgement of Delivery of Copies (within 30 days of job closure) of Post Renovation Records with:
 1. Renovation Recordkeeping Checklist
 2. Test Kit Documentation Form Information Sheet
 3. Test Kit Documentation Form Test Results Sheet
 4. Copy of Certified Renovator Certificate
 5. Copy of Certified Firm Certificate
 6. Copy of Non-Certified Worker Job Training Documentation