## 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: 

<table>
<thead>
<tr>
<th>Job Site Documents</th>
<th>In-Office Job File Documents</th>
<th>Non-Certified Worker Trained as needed (check all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Certified Renovator Certificate with contact number</td>
<td>___ Certified Firm Certificate</td>
<td>___ Posting warning signs</td>
</tr>
<tr>
<td>___ Copies of Certified Renovator qualifications (training certificates, certifications)</td>
<td>___ Proof of Non-Certified Worker Training</td>
<td>___ Setting up plastic containment barriers</td>
</tr>
<tr>
<td>___ Lead-based paint test results (if used)</td>
<td>___ Receipt for Renovate Right (or proof of delivery)</td>
<td>___ Maintaining containment</td>
</tr>
<tr>
<td>___ Copies / photos of all signs/notices posted</td>
<td>___ Renovation Recordkeeping Checklist &amp; Report</td>
<td>___ Avoiding spread of dust to adjacent areas</td>
</tr>
</tbody>
</table>

Non-Certified Worker Trained as needed (check all that apply):

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