

**Wisconsin Weatherization Assistance Program
RENOVATION RECORDKEEPING CHECKLIST**

Name of Company/Agency: _____ Date(s) of Renovation: _____

Address of Renovation: _____

Brief Description of Renovation: _____

Name of Assigned Certified Lead Safe Renovator: _____

Name(s) of Trained Lead Safe Workers used:

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- Steps taken to notify occupants of planned work when required: Written notice or Sign(s) posted
 - 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
 - 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 from work area—plastic anchored to building and weighted 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):

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

Signature of Assigned Certified Lead Safe Renovator

Date