



Sample Delaware Renovation Recordkeeping Checklist

**Must keep records for 3 years*

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 site

___ Certified renovator provided training to workers on (check all that apply or attach *On the Job Training Checklist for Non-Certified Workers*):

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

___ Test kit or test results from an EPA-recognized laboratory on collected paint chip sample, used by certified renovator to determine whether lead was present on components affected by renovation. *Attach Sample Test Kit/ Paint Chip Sample Reporting* document; or identify method used, type of test kit used (if applicable), laboratory used to conduct paint chip analysis; and describe sampling locations and results on a separate sheet of paper

___ 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 weighed down by heavy objects (exteriors)
- ___ Vertical containment installed if property line prevents 10 feet of ground covering, or if necessary 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 high-efficiency particulate air (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 a copy of report

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

Name and Title _____ Date _____

Address _____ Phone _____