### Report Form for Visual Assessments, (for Ongoing Lead-Safe Maintenance)

Property Address	Ant No	Daga	of
Property Address	Api. No	Page	01

Name of property owner \_\_\_\_\_\_

Name of Assessor \_\_\_\_\_ Date of assessment \_\_\_\_\_/\_\_\_\_

Area Description		Deteriorated Paint		Friction				
Location of Component, Dust, or Bare Soil	Component, Dust, Play Soil, Not Play Soil	Area (sq.ft.)	Area is Small (Y / N)	Probable Cause of Deterioration	or Impact Surface (F/I)	Teeth Marks (Y/ N)	Paint Test Result	Notes: (Testing Method, Leaded?, Cause of Failure)

- Include room equivalent or exterior side or wall, as appropriate
- Lead-safe work practices and clearance/cleaning verification are not required if work does not disturb painted surfaces that total more than:

◆ For assisted housing: HUD's *de minimis area* of: 20 ft<sup>2</sup> or less on exterior surfaces, 2 ft<sup>2</sup> or less in any one interior room or space, or 10 percent of the total surface area on an interior or exterior type of component with a small surface area (such as trim, window sills, baseboards);

◆ For unassisted housing, and for child-occupied facilities, EPA's minor repair and maintenance activities threshold of: 6 ft<sup>2</sup> or less per room; or 20 ft<sup>2</sup> or less for exterior activities; provided that no prohibited or restricted work practices were used and no window replacement or demolition of painted surface areas is to be done.

Common causes of paint deterioration are: moisture (indicate source if apparent), mildew, friction or abrasion, impact, damaged or deteriorated substrate, and severe heat.

Comments, (for Ongoing Lead-Safe Maintenance):

### Sample Pre-Renovation Form

#### Form Approved OMB No. 2070-0195 Expires 2/29/24

This sample form may be used by firms to document compliance with the requirements of the Federal Lead-Based Paint Renovation, Repair, and Painting Program.

#### **Occupant Confirmation**

#### Pamphlet Receipt

I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant

Signature of Owner-occupant

Signature Date

#### Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

**Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

**Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery

Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least 7 days before renovation. Mailing must be documented by a certificate of mailing from the post office.

## Sample Renovation Record keeping Checklist Form Approved OMB No. 2070-0195 Expires 2/29/24

Nan	ne of Firm:
Date	e and Location of Renovation:
Brie	of Description of Renovation:
Nan	ne of Assigned Renovator:
Nan	ne(s) of Trained Worker(s), if used:
	ne of Dust Sampling Technician, pector, or Risk Assessor, if used:
	Copies of renovator and dust sampling technician qualifications (training certificates, certifications) on file.
	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
	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 (identify method used, type of test kit used (if applicable), laboratory used to conduct paint chip analysis, describe sampling locations and results):
	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 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

# Sample Forms

Renovation Notice — For use in notifying tenants of renovations in common areas of multi-family housing.

The following renovation activities will take place in the following locations:

Activity (e.g., sanding, window replacement)

Location (e.g., lobby, recreation center)

The expected starting date is\_\_\_\_\_\_and the expected ending date is\_\_\_\_\_\_. Because this is an older building built before 1978, some of the paint disturbed during the renovation may contain lead. You may obtain a copy of the pamphlet, Renovate Right, by telephoning me at\_\_\_\_\_\_\_. Please leave a message and be sure to include your name, phone number and address. I will either mail you a pamphlet or slide one under your door.

Date

Printed name of renovator

Signature of renovator

Record of Tenant Notification Procedures				
Project Address				
Street (apt. #)				
City	_State	Zip Code		
Owner of multi-family housing		Number of dwelling units		
Method of delivering notice forms (e.g. delivery to units, delivery to mailboxes of units)				
Name of person delivering notices				
Signature of person delivering notices		Date of Delivery		