Sample Renovation Recordkeeping Checklist

ame of Firm:
ate and Location of Renovation:
rief Description of Renovation:
ame of Assigned Renovator:
ame(s) of Trained Worker(s), if used:
 ame of Dust Sampling Technician, spector, or Risk Assessor, if used:
 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 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) 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)Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interiors)Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interiors)Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interiors)Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interiors)Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interiors)
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.