



Renovator's Checklist (rental properties)

Adapted from: 40 CFR Part 745.88 © 1999 Protech Environmental Services

Step	Yes	No	Question	If Yes:	If No:
1			Was the original building permit issued before 1978?	Continue	Ensure that you have proof, and sign below.
2			Is there a Certificate of Exemption (or a report signed by a certified lead inspector) stating that the paint to be disturbed is not LBP?	Ensure that report or certificate is in O&M Plan. Skip to 8.	Continue
4			Is the work confined to vacant units?	Skip to 9	Continue
3			Will at least 2 square feet of paint be disturbed during this project?	Continue	Skip to 9
5			Will at least 2 square feet of paint <i>within any one room in a unit</i> be disturbed during this project?	Provide copy of EPA pamphlet to occupant and fill out Acknowledgment form. Continue.	Initial here and continue.
6			Are there more than 4 rental units in this entire property?	Continue	Skip to 9
7			Will at least 2 square feet of paint <i>in a common area or building exterior</i> be disturbed during this project?	Prepare address list and notice that includes the following: <ul style="list-style-type: none"> • Description of work • Start & end dates • How to obtain a free copy of the EPA pamphlet Continue	Initial here and skip to 9
8	Attach copy of notice(s), address list and one of the following as proof of delivery: <ul style="list-style-type: none"> • US Postal Service Certificate of Mailing at least 7 days in advance of work. • Signed statement that notices were hand delivered at least 1 day in advance of work. Statement should be signed by the person(s) who actually did the delivery. 				
9	Redo this form if the timing or scope of work changes.				

RETAIN FOR THREE YEARS FOLLOWING COMPLETION OF PROJECT

Signature: _____ Date: _____

Print Name: _____ Title: _____