

Your Company Name

Georgia or EPA Certification Number

Certification Expiration Date

Project Name

Location

Work Dates _____

To _____

Certified Renovator: _____

Georgia or EPA Certification Number

Certification Expiration Date

Insert Picture of Site Here



PROJECT SUMMARY

Project Name _____

Location _____

Owner or Manager (circle one) Name _____

Owner Address (if different than project site) _____

Office Phone _____ Cell _____ Email _____

___ Single-Family Residence ___ Multi-Family Residence ___ # of Units ___ Child Occupied Facility

Age of Structure _____ Verified By _____

Scope of Work:

Other Contractors/Companies

Contact Person

Contact Phone #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certified Renovator _____

Certification # _____ Expiration Date _____

Non-Certified Trained Workers

Planned Start _____ Planned Finish _____

Actual Start _____ Actual Finish _____

Comments



Sketch of Work Site and Sampling Locations

Sampling Date _____ Sampled by Certified Renovator GA Lead Inspector/Lead Risk Assessor
(circle one)

Name _____

GA Certification # _____ Exp. Date _____

Inspection Report Given to _____ on _____ Date _____ by _____ Name _____
(Owner/Manager)

Assumed Lead, Did Not Sample, and Used Lead-Safe Work Practices



Pre-Renovation Education Forms for Georgia Residential Structures

For compliance with the requirements of the
Georgia Lead-Based Paint Hazard Management Rules, Chapter 391-3-24.

Project Site Name: _____

Address: _____

Acknowledgement of Receipt Owner or Occupant

I have received a copy of the *Renovate Right* 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 or Occupant (circle one)

Address

Unit #

Signature of Owner or Occupant (circle one)

Date of Receipt

Printed Name of Person Certifying Delivery

Signature of Person Certifying Delivery



Pre-Renovation Education Forms for Georgia Child-Occupied Facilities Structures

For compliance with the requirements of the
Georgia Lead-Based Paint Hazard Management Rules, Chapter 391-3-24.

Project Site Name: _____

Address: _____

Acknowledgement of Receipt Owner, Manager or Management Representative

I have received a copy of the *Renovate Right* 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, Manager, or Management Representative (circle one)

Address

Unit #

Signature of Owner, Manager, or Management Representative (circle one)

Date of Receipt

Printed Name of Person Certifying Delivery

Signature of Person Certifying Delivery



Attempted Delivery

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

Instruction 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 *Renovate Right* 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 *Renovate Right* 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

Delivered to Each Mail Box

Other _____

(Complete method used to deliver pamphlet)

Printed Name of Person Certifying Delivery

Attempted Delivery Date

Address

Unit #

Signature of Person Certifying Lead Pamphlet Delivery



Certification of Mailing

I certify that I mailed the *Renovate Right* pamphlet to the following person at least 7 days before renovation began.

Method Mailing _____

Examples: US Certified Mail, Email, Overnight Package/Letter, or Delivery Service (DHL, UPS, etc)

Attach a copy of emails & acknowledgement of receipt

Date of Mailing _____

Date of Acknowledgement of Receipt/Delivery _____

Printed Name of Person Certifying Delivery

Signature of Person Certifying Delivery

Mailing Options in GA – As an alternative to delivery in person, you may mail the *Renovate Right* pamphlet to the owner and/or tenants. Pamphlet must be mailed at least 7 days before renovation. Mailing must be documented by a certificate of mailing from the post office, other delivery service, or by email if both proof of delivery and acknowledgement of receipt are obtained.



Renovation Notice

For use in notifying tenants of renovation in common areas of multi-family housing.

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

Activity (such as sanding, window replacement, etc.)

Location (such as lobby, recreation center, etc.)

The expected starting date is _____ and the expected ending date is _____

Because this is an older building constructed before 1978, some of the paint disturbed during the renovation may contain lead paint. You may obtain a copy of the pamphlet *Renovate Right* like the one posted with this notice 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. Please do not take the *Renovate Right* pamphlet from here.

Date Posted

Date Signage Removed

Name Certified Renovator

Picture of Notice



Lead Check® Test Kit Documentation Form

Project Site Name: _____ Unit # _____
 Address: _____
 Certified Renovator Name: _____
 EPA or Georgia Certified (Circle one) _____ Certification # _____ Exp. Date _____

Use the following blanks to identify the tests kits used in testing components.

Test Kit # _____
 Manufacturer: _____ Manufacturer Date/Inspection Date ____/____/____
 Model: _____ Serial #/ Lot # _____
 Expiration Date: _____ N/A _____

Test Location # _____ Test Kit # _____
 Date of Test: _____
 Description of Test Location: _____

 Result: Is Lead Present? (Circle Only One) YES NO Presumed

Test Location # _____ Test Kit # _____
 Date of Test: _____
 Description of Test Location: _____

 Result: Is Lead Present? (Circle Only One) YES NO Presumed

Test Location # _____ Test Kit # _____
 Date of Test: _____
 Description of Test Location: _____

 Result: Is Lead Present? (Circle Only One) YES NO Presumed

Test Location # _____ Test Kit # _____
 Date of Test: _____
 Description of Test Location: _____

 Result: Is Lead Present? (Circle Only One) YES NO Presumed

Comments



D Lead® Paint Test Kit Record Keeping

Project Site Name: _____ Unit # _____
 Address: _____
 Certified Renovator Name: _____
 EPA or Georgia Certified (Circle one) _____ Certification # _____ Exp. Date _____

Manufacturer: _____
 Product Name: _____
 Part/Product # _____
 Lot #: _____ (A) Exp. Date: _____
 Lot #: _____ (B) Exp. Date: _____

Test Location #: _____ Date of Test: _____ Lot: A or B
 Description of Test Location: _____
 Result: Is Lead Present? (check one) No Lead Detected Low Lead Positive For Lead
(Lead Present - Below USEPA Regulated Lead)

Test Location #: _____ Date of Test: _____ Lot: A or B
 Description of Test Location: _____
 Result: Is Lead Present? (check one) No Lead Detected Low Lead Positive For Lead
(Lead Present - Below USEPA Regulated Lead)

Test Location #: _____ Date of Test: _____ Lot: A or B
 Description of Test Location: _____
 Result: Is Lead Present? (check one) No Lead Detected Low Lead Positive For Lead
(Lead Present - Below USEPA Regulated Lead)

Test Location #: _____ Date of Test: _____ Lot: A or B
 Description of Test Location: _____
 Result: Is Lead Present? (check one) No Lead Detected Low Lead Positive For Lead
(Lead Present - Below USEPA Regulated Lead)

Comments



Non-Certified Workers Training Log Steps to Lead Safe Renovation Repair Painting

Name of Trainee	Overview of Types/ Structures & Reasons for RRP	Surface Lead Testing	Establish Work Area and Containment				Protect Yourself	Work Practices		Cleaning Procedures			Cleaning Verification Procedures											
			Setting Up Barriers, Signs and Flapped Entry Doors	Cover or Remove Furniture	Establish Exterior Containment	Establish Exterior Containment		Prohibited Work Practices	General Work Practices	Interior Daily and Final Cleaning	Exterior Daily and Final Cleaning	Bagging Waste		Interior & Exterior Visual Inspection	Interior Cleaning Verification Process									
	Reasons for Using Lead-Safe Work Practices, Health Risks, Age of Structure.	Testing for Lead paint before starting work.					Personal Protective Equipment																	

Date of Training: _____ Certified Renovator Name: _____



Important

The Skill Sets shaded above are things only a Certified Renovator can do! It is important for the Non-Certified Workers to understand the rules and guidelines but they cannot test, verify, supervise containment or place the signs and barriers.

Daily Project Log
Project Name:

Date:

Crew on Site:

Work Summary:

Date:

Crew on Site:

Work Summary:

Date:

Crew on Site:

Work Summary:



Cleaning Verification Post Renovation

Project Site Name: _____

Address: _____

Exterior Verification:

Visual Inspections Passed. No visible debris, paint chips, or residue on the horizontal surfaces or ground in or around the work areas.

Date Exterior Verification Time Name Certified Renovator Conducting Verification

Interior Verification – Non-HUD Properties Only

Visual Inspection Passed. No visible debris, paint chips, or residue on the horizontal surfaces (window sills, counter tops, un-carpeted floors) in or around the work areas.

Date Interior Verification Time Name Certified Renovator Conducting Verification

Cleaning Verification Passed. The following is EPA's cleaning guidelines. Each horizontal surface and non-carpeted floors must be cleaned and then tested by wiping the surfaces with a white disposable wet wipe. When compared against the EPA's Verification Card, if the wipe does not "pass" then the cleaning must be re-done and tested with another wet wipe. If the second cleaning does not pass the renovator must re-clean, wait one hour and wipe the surface with a dry electrostatic wipe used for wiping hard surfaces.

Total number of wipes used _____ Total number of dry wipes used _____

Dust Clearance Testing – Required for HUD Projects; May Be Requested by Owner for Other Projects

A Dust Sampling Technician, Lead Inspector of Risk Assessor was used to conduct the clearance testing.

Circle One: Dust Sampling Technician Lead Inspector/RA Lead Inspector

Name of Person Conducting Test GA Cert# Expiration Date

Firm Name GA Cert# Expiration Date

Firm Address Firm Phone Number

Clearance Sampling Report Attached: _____

Debris Disposal

Dust and Debris created during the renovation containment phase has been properly disposed of per RRP 40 CFR Part 745 Rule and Georgia Waste Rules.

Regardless of the type of Clearance Testing or Verification that has been used, the possibility of Lead Dust in your home from past renovations or maintenance projects may still remain. The only way to make certain that your home does not have Lead Dust level exceeding EPA's acceptable standards is to hire a certified individual to conduct a thorough investigation by taking test samples from your entire home.

Certified Renovator Signature Date

Customer Signature Date

Renovator Certification Number Expiration Date

Georgia Lead-Based Paint Renovation Model Project File



Renovation Project Summary & Recordkeeping Checklist

Project Site Name:

Project Address:

Name Owner or Manager (circle one):

Work Dates: Start End

Certified Renovator:

GA/EPA Certification Number: Expiration Date:

Name Trained Workers (Not Certified Renovators):

Name Georgia Certified Dust Sampling Technician, Lead Inspector/Risk Assessor (circle one):

		Completed (Yes, No, or Not Applicable)
	Copies of Renovator GA/EPA Certifications and Training Certificates	
	Georgia Certified Dust Sampling Technician, Lead Inspector/Risk Assessor (If used)	
	Training Log by Certified Renovator Training to Workers General Training & Job-Specific Training)	
	Sampling Location and Lead Test Results (Tests used to determine whether lead was present on components affected by renovation. Identify kits used and 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 ft of work area closed (exterior)	
	Doors in the work area closed and sealed (interior)	
	Doors in and within 20 ft of work area closed and sealed (exteriors)	
	Doors that must be used in work area covered to allow passage	
	Floors in the work area covered with taped-down plastic (interiors)	
	Ground covered by plastic extending 10ft 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)	
	Vertical containment installed to prevent migration of dust and debris to adjacent property (exteriors) if necessary.	
	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 surfaced and objects cleaned using HEPA vacuum and/or wet clothes or mops (interiors)	
	Certified renovator performed post-renovation cleaning verification (describe results, including the number of wet and dry cloths used:	
	If clearance testing performed instead, attach a copy of report.	

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

Certified Renovator: _____ Date _____

Received By _____ Date _____

