

Occupant Protection Plan

Checklist for Lead-Based Paint Activities

_____ Name of Occupant(s) or Property Owner's Name		
_____ Address/Unit Number (if applicable)		
_____ City	_____ State	_____ Zip
_____ Lead Contractor Name		_____ Contractor Telephone Number
_____ Project Start Date (mm/dd/yy)		_____ Project End Date (mm/dd/yy)

- Guidelines

 - For all regulated lead-based paint activities (i.e. disturbing >2ft² per interior room; >20ft² exterior; or 10% of a painted component), complete this checklist and keep it at the job site for viewing by interested persons. This is a checklist of actions the contractor will take to protect the occupant while paint is disturbed.
 - Occupants must stay out of work areas while work is in progress. The contractor will perform daily clean-ups, but the work area may still contain dangerous levels of lead dust. Unless otherwise noted, work will be completed by the contractor.
 - Reference the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (Chapters 8-15) for guidance. Chapter 8 work area preparations for high and low dust jobs are required.

Occupant Location (check all that apply)

- Unit is vacant (all movable objects have been removed)
- Occupants will be relocated and will not return until the lead project is completed
- Occupants will not be allowed within the interior work area before project completion (clearance dust sampling)
- Occupants will not be allowed within the exterior work area before project completion (visual clearance)
- Occupants will stay outside the dwelling during work times, but may return each day after cleanup
- Occupants will have lead-safe passage to bathroom, living area and entry/exit door during the project
- Occupants will be provided a lead-safe entry and exit pathway during the project
- Occupant's pets will not be allowed in the work area

Furniture (check all that apply)

- Will inform occupant(s) to remove all personal items and as much furniture as possible from work area before work begins
- Will use dust-tight plastic seals to cover all furniture and personal belongings that cannot be removed from workrooms

Interior Work Containment and Barrier System (check all that apply)

- Will use a contained room for work on removable components such as windows and doors
- Will use plastic sheeting airlock flaps on all doorways to work areas or will close and secure doors from inside the work site
- Will use plastic to cover entire floor, all worker pathways to exit, and any workrooms
- Will use plastic to cover floor extending 6 feet beyond work area in all directions and wherever practical
- Workers will stay on plastic containment
- Will inform occupants to keep out of work area until final clearance activities are complete
- Will lock or firmly secure work area to provide an overnight barrier
- Will seal off any rooms where work is not being done
- Will post OSHA danger signs on the building exterior near main and secondary entryways
- Will post OSHA danger signs at entry to each room where work is being done (if below the OSHA Permissible Exposure Limit (PEL) based on personal air sampling in the work area, warning signs can be used)

Exterior Work Containment and Barrier System (check all that apply)

- Will remove all movable items (playground equipment, toys, sandbox, patio furniture, etc.) to a distance of 20 feet from the work area or seal these items with a dust-tight seal with plastic and tape
- Will use plastic sheeting or landscape fabric on the ground extending a minimum of 10 feet from building
- Will keep all windows, including windows of adjacent dwellings within 20 feet of work, closed
- Will erect barrier tape or temporary fencing to make a 20-foot perimeter, if possible, around the work area
- Will post warning signs on the building exterior near all entryways and on work area barriers

Window Work (check all that apply)

- Will tape plastic to exterior wall over the window when removing windows from the inside
- Will tape plastic to interior wall over the window when removing windows from the outside
- Will use plastic sheeting or landscape fabric on the ground under the windows to prevent soil contamination

Work Practices (check all that apply)

- Will use a heat gun, not to exceed 1100 degrees Fahrenheit
- Will use machine planer, chipper, grinder, or sander only if attached to a properly operating HEPA-filtered vacuum and will use proper containment while using any of these machines
- Will use chemical paint stripper to remove lead-based paint from components only with adequate ventilation and will follow manufacturer instructions
- Will use power washing or hydro-blasting with proper containment to prevent the generated waste water from contaminating soils or surface waters
- Will remove components such as door systems, siding, walls, cabinets or trim and will use containment to isolate areas where paint is being disturbed from the rest of the property
- Will have workers HEPA vacuum and remove disposable coveralls; and will have workers wear disposable booties in work area or clean shoes with tack pads before leaving the work area

Ventilation System (check all that apply)

- Will turn off system and seal all vents in workroom with plastic
- Will turn off system and seal off vents within 6 feet of the work area
- Will not be able to turn off system, but for high dust jobs, all vents in the work area will be sealed; for low dust jobs, vents within 6 feet of the work area will be sealed

Daily Cleaning (check all that apply)

- Will remove debris from dwelling or store it in a locked secure area
- Will clean all horizontal surfaces in the work areas with a HEPA vacuum and wet cleaning
- Will clean and remove/replace plastic walkways each day
- Will clean all walkways that are used as pathways to the work area with a HEPA vacuum
- Will clean if containment is breached on both sides of the containment
- Will clean off debris, fold, and secure all exterior plastic sheeting or landscape fabric overnight but may use again
- Will perform visual assessment on exterior

Final Cleaning (check all that apply)

- Will remove all debris, paint chips and visible dust
- High dust jobs will HEPA vacuum, wet wash, then HEPA vacuum (rough surfaces only) all vertical and horizontal surfaces
- Low dust job will HEPA vacuum (optional), wet wash, then HEPA vacuum (rough surfaces only) all horizontal surfaces and trim in work areas
- Will HEPA vacuum, wet wash, then HEPA vacuum all surfaces and floors extending at least 6 feet in all directions from treated surface

Lead Contractor Certification

I certify that this Occupant Protection Plan was developed and will be implemented as per State of Georgia Lead-Based Paint Abatement, Certification and Accreditation Rules Chapter 394-3-24. Also, that a copy of this Occupant Protection Plan was provided to the property owner or occupant(s) of the property address listed on this form on

_____ by way of _____
Date Delivery Method

Signature - Certified Supervisor/ Project Designer Certification Number Expiration Date

Firm Name Certification Number Expiration Date