



RRP Form Checklist

Prior to the Job Beginning

- **Sample Pre-Renovation Form** - Issue the Renovate Right Pamphlet – At least 7 days prior for an EPA regulated job and at least 15 days prior to a HUD regulated Job.
- **Sample Renovation Recordkeeping Checklist** – Fill this out upon notice of job award. You will keep this on-site until the end of the job. Attach any relevant correspondence from your customer as the job goes. At the end of the job this will become your post renovation report.
- **Renovation Notice** – Form only needed for work in Apartments, Condominiums, and common areas. Distribute these to each affected tenant at least 7 days prior EPA, or 15 days prior for HUD. Also use this form as a template for the signs you will post in conspicuous areas (front door, back door, mail location, etc.).
- **Record of Tenant Notification Procedures** – Form only need for work in Apartments, Condominiums, and common areas. Use the form to record how you distributed the Renovation Notice
- **Steps Guide Student Training Record** – Complete this form for any worker that you train on the job or prior to the job in a classroom setting. Non-certified trained workers can only be trained for EPA regulated jobs. Unless you are a Lead Abatement supervisor and will not leave the project.

During the Job

- **Job Safety Analysis Form** – Complete this each day prior to work beginning. At the end of the day snap a photo of it and email it to your Supervisor.
- **Test Kit Documentation Form** – Complete this anytime you test for lead-based paint. Retain a copy on the job and send a copy to the customer when you send your bill, or within 30 days. Whichever is sooner.
- **Paint Chip Sample Collection Form** – Complete this anytime you take a paint chip sample. Retain a copy on the job and send a copy to the customer when you send your bill, or within 30 days. Whichever is sooner.
- **Cleaning Verification Procedure Documentation Form** – This is an optional form that can be used to record the Cleaning Verification Procedures.

After the Job

- **Post Renovation Report** – Complete and sign the Sample Renovation Recordkeeping Checklist. Attach any relevant correspondence. Include a copy of the Renovation Recordkeeping Checklist along with the following items:
 - Completed
 - Firm Certification
 - All Renovator Certifications
 - All 3rd Party Certifications
 - Completed Steps Guide Student Training Record
 - Pre-Renovation Form – or Certified Mail Slips
 - Record of Tenant Notification Procedures
 - Applicable Job Safety Analysis Forms
 - Completed Test Kit Documentation Forms
 - Completed Paint Chip Sample Collection Form
 - Optional – Completed Cleaning Verification Procedure Form

