

OCCUPANT PROTECTION PLAN CHECKLIST FOR LEAD ABATEMENT ACTIVITIES

Post this completed form in plain view outside the abatement work area, checking *all* protective measures you will use. Deliver to property owner if work is not performed by owner/owner's agent. If using practices listed under Restricted Work Practices below, deliver completed plan to occupied units affected by the work at least 2 working days before starting project. If mailing, send certified at least 7 days before work starts. Include a signed copy of the plan in the final lead abatement report. Keep the original with company records.

Name of Owner

Project Street Address and Unit Number	City	State	Zip Code
		WI	

Lead Contractor Company Name	DHS Certification Number	Contractor Phone Number
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Lead Abatement Project Date(s)

From: _____ To: _____

TO OCCUPANTS:

This checklist describes how the contractor will protect you and your possessions during lead abatement work. It is important that you stay out of work areas for your own protection, even when the contractor is not on site. The contractor will clean every day, but work areas may still contain dangerous levels of lead until final cleaning is done and clearance testing verifies it is safe to return. The contractor or owner will inform you when areas are safe to re-occupy.

If you must enter a work area, contact _____ at: _____

OCCUPANCY – Choose *only one*:

- UNOCCUPIED - Occupants will be relocated during the entire project or there are no occupants.** Interior work areas will be locked or secured at night.
- OCCUPIED - Occupants will live in the dwelling during the project:**
- Occupants will be away during project hours. Work will start at _____ (time) and daily clean-up will be completed by _____ (time) each day, *or*
 - Occupants and pets will be in the dwelling during work times, but will not be permitted in the work area. Occupants will be provided lead-safe passage to sleeping areas, bathroom, kitchen, and entry/exit door during the project.

WINDOW WORK – Choose *only one*:

- No window work
- Windows will be removed from the outside, completely covering and sealing the window opening from the inside.
- Windows will be removed from the inside, keeping storm window closed *or* completely covering and sealing the window opening from the outside.
- Windows will be worked on from both the outside *and* the inside, with containment established on both sides.

BEFORE STARTING WORK:

- Post warning signs and restrict work area.
- Pre-clean.
- Protect personal items (furniture, curtains, rugs, appliances, playground equipment, sandboxes, etc.) by removing items from work area or covering with impermeable material and sealing all seams and edges.
- Contain Work Area*:**
 - Cover floor/ground with taped down plastic sheeting in all directions from work surfaces (≥ 6 ft (interior)/ ≥ 10 ft/level (exterior) or a sufficient distance to collect falling paint dust and debris). Exterior: vertical containment or other precautions must be taken when neighboring properties are closer than 10ft from work surface or when working above the first story.*
 - Keep windows closed or covered and sealed with plastic.
 - Close, cover and seal doorways. Doorways used to access work areas protected with plastic flaps.
 - Cover worker walkways with taped down plastic sheeting. Separate lead-safe passage provided for occupants.
 - Interior work: Turn off the HVAC system and cover/seal forced-air vents within 6ft of work areas.
 - Exterior work: Close all windows/doors within 20ft of work surfaces. This includes windows and doors of neighboring buildings.

* If weather conditions, such as wind/rain/snow, do not permit effective containment, work must be suspended until conditions improve.

DURING WORK:

- Mist painted surfaces before removing a component or scraping/sanding.
- Construct dust room/containment for any powered paint removal work.
- Monitor containment and repair throughout the work day, as needed.
- Decontaminate shoes before leaving a contained work area or use/remove disposable boot covers.
- Decontaminate items before removing them from the work area.
- Daily Cleaning:**
 - All debris will be wrapped or bagged and stored in a secure area until disposal, or placed in a lined, covered, secured dumpster.
 - If occupied: Plastic sheeting will be HEPA-vacuumed, and also wet cleaned if used as worker walkway outside work area.
 - Exterior plastic must be cleaned and properly disposed.

RESTRICTED WORK PRACTICES:

- Removing components (**including window replacement**): Containment will be used to isolate abatement areas from the rest of the property. Components removed will be placed on plastic sheeting if not wrapped/bagged immediately for disposal.
- Paint removal with heat gun: Gun will be used below 1,100° Fahrenheit.
- Chemical paint stripping: Paint stripper does not contain methylene chloride.
- Machine planing, grinding, or sanding: Machine will be properly attached to a HEPA-filtered vacuum and used in full containment.**
- Abrasive blasting or sandblasting: Full containment** will be used to isolate work areas.
- Power washing or hydro-blasting: Full containment** with water filtration system will be used.

** Full containment includes sealed plastic sheeting creating walls, ceilings and floors for the work area.

FINAL CLEANING AND CLEARANCE:

- Final cleaning will begin 1 hour after dust-generating work is completed.
- All plastic sheeting will be cleaned and then misted, folded inward and properly disposed.
- Cleaning from ceiling to floor towards the exit: ceilings and walls will be HEPA vacuumed or wet cleaned; interior floors, horizontal surfaces and objects within 2ft of the work area will be cleaned via HEPA vacuum and then wet cleaned.
- All exterior horizontal surfaces and the ground within 10ft of work surfaces will be cleaned of all visible debris.
- Final clearance will be conducted by a third-party certified lead investigator. Occupants will be informed when it is safe to re-occupy.
 - If access is granted before clearance has been achieved, a notice shall be posted in plain view outside the work area that states:
"This worksite has not yet met clearance requirements. Lead-based paint hazards may be present."

CERTIFIED LEAD CONTRACTOR

I certify that a copy of the Occupant Protection Plan was provided to the property owner listed above and all affected occupant(s) of the property address on _____ (date) by means of USPS mail Personal delivery.

SIGNATURE – Certified Lead Contractor

Date Signed

For more information, contact the Lead and Asbestos Section at 608-261-6876 or go to www.dhs.wisconsin.gov/lead.