

Lead-Safe Renovation Recordkeeping Packet

Instructions: The certified lead-safe renovator assigned to a renovation project can use this packet to follow recordkeeping requirements under [Wis. Admin. Code § DHS 163.13\(c\)](#). This packet includes the four templates listed below. Keep a copy of the completed packet with all attachments for at least three years after completing the project. You can also use it as your post-renovation report.

A. Lead-Safe Renovation Recordkeeping Checklist

Check off and attach a copy of each item that applies to follow recordkeeping requirements.

B. Visual Inspection and Cleaning Verification

Use this template to document the steps that apply to your project. Full instructions for cleaning verification are on the back of the cleaning verification card.

1. **Visually clean:** Check the box after making sure that no visible dust, debris, or residue is present in or around the work area in each room or exterior area.
2. **Wet wipes:** Record the total number of **wet** disposable cleaning cloths used to wipe each type of surface in each work area. If done correctly, your tally should include one or two wet wipes for each sill, for each 40 square foot section of uncarpeted flooring, and for each 40 square foot section of countertop in the work area.
3. **Dry wipes:** Record the total number of **dry** disposable cleaning cloths used on each type of surface in each work area. If done correctly, your tally should not exceed one dry wipe for each sill, 40 square foot section of uncarpeted flooring, and 40 square foot section of countertop in the work area.

Example: One of three bedroom windows was replaced. The bedroom has 100 square feet of uncarpeted flooring and no countertops.

One sill passed the first wet wipe, one passed the second wet wipe, and one did not pass the second wet wipe. This adds up to five total wet wipes, and one dry wipe for the sill that did not pass the second wet wipe.

The 100 square feet of uncarpeted flooring is divided into three sections of 33 square feet since a single wet wipe can only be used to wipe up to 40 square feet. Two sections of flooring passed the first wet wipe, and one section did not pass the second wet wipe. This adds up to four total wet wipes, and one dry wipe for the section of floor that did not pass the second wet wipe.

The entry for the backyard documents the visual inspection. There are no wet or dry wipes because cleaning verification is for interior work areas only.

Room/Area	Visually clean?	Total wet wipes - sill	Total wet wipes - floor	Total wet wipes - counters	Total dry wipes - sill	Total dry wipes - floor	Total dry wipes - counters
Bedroom	☒ Yes	5	4	N/A	1	1	N/A
Backyard	☒ Yes	N/A	N/A	N/A	N/A	N/A	N/A

C. On-the-Job Training of Uncertified Workers

Use this template to record on-the-job training for uncertified workers at each renovation. For guidance on training topics, see <https://www.epa.gov/lead/steps-lead-safe-renovation-repair-and-painting>.

D. Test Kit Use

Use this template to document test kits used to identify lead-based paint before the renovation.

Example: A window will be replaced. Since the first component tested was positive, lead requirements apply and there is no reason to test the other components that will be disturbed (e.g., stops, exterior sash).

Test kit used	Component	Room	Substrate	Result
☒ D-Lead®, ESCA Tech, Inc. ☐ LeadCheck™, Luxfer Magtech, Inc.	Interior window sash	2nd floor bedroom window on southwest wall	☒ Wood ☐ Ferrous metal ☐ Drywall ☐ Plaster	☒ Positive ☐ Negative ☐ Inconclusive

A. Lead-Safe Renovation Recordkeeping Checklist

Project information

Company Name: _____ Renovation Date(s): _____

Renovation Address – Street: _____ City: _____, WI

Before the renovation

- ☐ Copies of my lead-safe renovation training diploma and current certification card are attached.
- ☐ A lead inspector or risk assessor tested the paint. The inspection report is attached.
- ☐ A lead-safe renovator tested the paint as recorded in attachment D. Test Kit Use (or similar).
- ☐ The written contract for the renovation is attached.
- ☐ The *Renovate Right* pamphlet was distributed. The written acknowledgment (Sample Pre-Renovation Form, p. 23-25 of *Renovate Right* or similar) or certificate of mailing is attached.

Setting up and working safely

- ☐ Uncertified workers on the crew received on-the-job training as recorded in the attachment C. On-the-Job Training of Uncertified Workers (or similar).
- ☐ Workers posted warning signs at each entrance to each work area.
- ☐ Workers pre-cleaned the work area to remove visible paint dust and debris.
- ☐ Workers moved personal property out the work area or covered and sealed it with taped plastic sheeting.
- ☐ Workers contained waste at the job site and while transporting it for disposal.

Interior work areas

- ☐ Workers closed HVAC ducts or covered and sealed them with taped plastic sheeting.
- ☐ Workers closed windows.
- ☐ Workers closed and sealed doors, except those needed to enter/exit the work area, which they covered with plastic sheeting to contain dust.
- ☐ Workers covered floors with taped-down plastic sheeting at least 6 feet beyond the work surface.

Before leaving the jobsite each day, the crew:

- ☐ picked up all paint chips and debris, misted the plastic sheeting, folded it dirty side inward, and sealed it with tape.
- ☐ HEPA vacuumed the interior work area, then wet cleaned with disposable wipes or mopheads.

Exterior work areas

- ☐ Workers closed windows and doors within 20 feet of the work area.
- ☐ Workers covered the ground with plastic sheeting at least 10 feet beyond the work surface, anchored to building and weighed down by heavy, protected objects.
- ☐ Workers installed vertical containment due to a property line or other obstruction within 10 feet of the work surface or as needed to contain dust and debris.

Before leaving the jobsite each day, the crew:

- ☐ picked up all paint chips and debris, misted the plastic sheeting, folded it dirty side inward, and sealed it with tape.
- ☐ HEPA vacuumed the exterior work area (a wet/dry vacuum with a HEPA filter and drywall bag is okay for exterior only).

After final cleaning

- ☐ The lead-safe renovator performed a visual inspection of all work areas, as recorded in attachment B. Visual Inspection and Cleaning Verification (or similar).
- ☐ The lead-safe renovator performed cleaning verification for interior work areas, as recorded in attachment B. Visual Inspection and Cleaning Verification (or similar).
- ☐ A third-party conducted dust clearance testing. The clearance report is attached.

Affirmation

I am the lead-safe renovator assigned to this project and I affirm that the above information is true and complete.

Signature — Lead-Safe Renovator: _____ Date signed: _____

Name (printed): _____ DHS number: _____

B. Visual Inspection and Cleaning Verification

Project information

Company Name: _____

Renovation Address – Street: _____ City: _____, WI

Results

Room/Area	Visually clean?	Total wet wipes - sill	Total wet wipes - floor	Total wet wipes - counters	Total dry wipes - sill	Total dry wipes - floor	Total dry wipes - counters
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						
	☐ Yes						

Affirmation

I affirm that I completed the visual inspection and/or cleaning verification procedure as documented above.

Signature — Lead-Safe Renovator: _____ Date signed: _____

Name (printed): _____ DHS number: _____

C. On-the-Job Training of Uncertified Workers

Project information

Company Name: _____

Renovation Address – Street: _____ City: _____, WI

Training log

Worker Name						
Date Trained						
Topics Taught	☐ Protect yourself. ☐ Set up containment. ☐ Control dust. ☐ Clean (daily, final). ☐ Contain waste. ☐ Other:	☐ Protect yourself. ☐ Set up containment. ☐ Control dust. ☐ Clean (daily, final). ☐ Contain waste. ☐ Other:	☐ Protect yourself. ☐ Set up containment. ☐ Control dust. ☐ Clean (daily, final). ☐ Contain waste. ☐ Other:	☐ Protect yourself. ☐ Set up containment. ☐ Control dust. ☐ Clean (daily, final). ☐ Contain waste. ☐ Other:	☐ Protect yourself. ☐ Set up containment. ☐ Control dust. ☐ Clean (daily, final). ☐ Contain waste. ☐ Other:	☐ Protect yourself. ☐ Set up containment. ☐ Control dust. ☐ Clean (daily, final). ☐ Contain waste. ☐ Other:

Affirmation

I affirm that I trained the workers above as indicated.

Signature — Lead-Safe Renovator: _____ Date signed: _____

Name (printed): _____ DHS number: _____

D. Test Kit Use

Project information

Company Name: _____

Renovation Address – Street: _____ City: _____, WI

Test kit results

Test kit used	Component	Room	Substrate	Result
☐ D-Lead®, ESCA Tech, Inc. ☐ LeadCheck™, Luxfer Magtech, Inc.			☐ Wood ☐ Ferrous metal ☐ Drywall ☐ Plaster	☐ Positive ☐ Negative ☐ Inconclusive
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Test kit used	Component	Room/Location	Substrate	Result
☐ D-Lead®, ESCA Tech, Inc. ☐ LeadCheck™, Luxfer Magtech, Inc.			☐ Wood ☐ Ferrous metal ☐ Drywall ☐ Plaster	☐ Positive ☐ Negative ☐ Inconclusive
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- ☐ Positive: Lead-based paint is present.
☐ Negative: Lead-based paint is not present.
☐ Inconclusive: Assume lead-based paint is present.

Affirmation

I affirm that, at the request of the property owner, I tested the components above following the manufacturer's instructions.

Signature — Lead-Safe Renovator: _____ Date signed: _____

Name (printed): _____ DHS number: _____