

**LEAD WORK PLANNING FORM**  
**Lead Hazards Maintenance/Renovation**  
**Field Guide**

This field guide is designed to assist workers perform maintenance and renovation in situations where lead-based paint may be present.

Each maintenance or renovation job should have a copy of this *Work Planning Form* completely filled out and kept safely filed with other job orders. This will provide an accurate history of residential property maintenance or renovation and provide the legal documents required to conform to the law.

Each section of the *Work Planning Form* should be completely filled out. Once the job is completed, workers will sign the form and return it to their supervisor.

----- **PLANNING THE JOB** -----

Qualified supervisors must assess the needs of the job and develop a plan that effectively solves the maintenance/renovation problem while complying with all local, state, and federal regulations.

Building Code \_\_\_\_\_ Unit # \_\_\_\_\_ Order # \_\_\_\_\_

Address: \_\_\_\_\_

Resident Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Job Category (description) \_\_\_\_\_

1. **Identify Lead Hazard**— Year of Construction— Is the building's construction pre-1978 and lead-paint hazards are possible? Yes  No

If the building was built after 1978, this is probably not a lead job. If it was built before 1978, this should be treated as a lead job unless paint inspection and lab results prove otherwise. There are exceptions to these guidelines that a supervisor will determine.

2. **Risk Level**— If the job is expected to create dust or disturb painted surfaces, or if the level of lead is unknown and presumed to exist, then determine the level of risk as follows (check off box):

- “Low-risk”**—To be a “Low-risk” job, ALL the following must be “yes”:
- Yes  No  Generation of low levels of dust
  - Yes  No  Painted surfaces in fairly good condition
  - Yes  No  Less than 2 square feet of painted interior surface will be disturbed
  - Yes  No  Less than 20 square feet of painted exterior surface will be disturbed
  - Yes  No  Less than 10% of any lead-painted component will be disturbed
  - Yes  No  Air monitoring of similar jobs has shown air-borne lead to be below the PEL
  - Yes  No  “Trigger tasks” will not be used
  - Yes  No  Job is not considered to be lead abatement

(speak with your supervisor about any of these question, particularly air monitoring and “trigger tasks.”)

**“High-risk”**— If any of the above are not true (“No”), this is a “high-risk” job.

3. **Personnel Qualifications**— All personnel who conduct work on lead-painted surfaces must be trained and, in some cases, state certified. List personnel here and their level of training and related level of work they may engage.

Name	Training Document on File	Level of Qualification
	<input type="checkbox"/> “Notice of Completion” <input type="checkbox"/> State Certificate _____ (give category)	<input type="checkbox"/> “Low-risk” <input type="checkbox"/> “High-risk”
	<input type="checkbox"/> “Notice of Completion” <input type="checkbox"/> State Certificate _____ (give category)	<input type="checkbox"/> “Low-risk” <input type="checkbox"/> “High-risk”
	<input type="checkbox"/> “Notice of Completion” <input type="checkbox"/> State Certificate _____ (give category)	<input type="checkbox"/> “Low-risk” <input type="checkbox"/> “High-risk”

Note: Training Document on File refers to if the employee has either a “Notice of Completion” and/or a State Certificate on file. A “Notice of Completion” enables workers to engage in “Low-risk” activities only. A State Certificate enables workers to engage in both “High-risk” and “Low-risk” activities.

4. **Resident Notification** —

**A. EPA Pamphlet:** Unless otherwise directed by a supervisor, the EPA pamphlet, *Protect Your Family From Lead in Your Home* must be provided to residents before work begins in either “Low-risk” or “High-risk” jobs. The office will provide you with the appropriate forms and directions as to their delivery.

(A supervisor will answer this statement)

This job is exempt from notification requirements because (check one):

- Residents and/or owner have received previous notification
- This property is exempt from the notification regulations

If the job is not exempt from the notification requirements, were residents given a copy of EPA pamphlet? Yes  No

If “yes,” attach either:

- Confirmation of Receipt of Lead Pamphlet (EPA 406(b)) Before Work Begins*
- Confirmation of Receipt of Lead Pamphlet (HUD Section 1012/1013) Before Work Begins.*
- Renovation Notice of Common Areas*
- Notice of Lead-Based Paint Presumption*

If “no,” a supervisor needs to give you additional directions.

**B. Notice of Work to Be Done:** Residents were notified of work to be done by:

Phone  Letter  Person  Other  \_\_\_\_\_

	<b>FROM Times/Date</b>	<b>TO Time/Date</b>
Work Scheduled for—		
Residents asked to vacate—		

Residents moved personal belongings? Yes  No

Residents placed into temporary accommodations? Yes  No

If “Yes,” were accommodations provided? Yes  No

State temporary accommodations:

(address) \_\_\_\_\_ (telephone) \_\_\_\_\_

----- **MATERIALS** -----

Certain materials are essential for all jobs. These can be used only one time and then disposed. Check all that are needed.

<input type="checkbox"/> Plastic sheeting	<input type="checkbox"/> Hazardous Waste Labels
<input type="checkbox"/> Blue Tape	<input type="checkbox"/> Plastic Bags
<input type="checkbox"/> Rags	<input type="checkbox"/> Tack Pads
<input type="checkbox"/> Paper Towels	<input type="checkbox"/> Towelettes
<input type="checkbox"/> All-Purpose Cleaner	<input type="checkbox"/> String Mop Head

----- **EQUIPMENT AND TOOLS** -----

Check off all equipment that was used and properly cleaned:

<input type="checkbox"/> Signs and Yellow Caution Tape	<input type="checkbox"/> Broom
<input type="checkbox"/> Spray Bottle or Commercial Mister	<input type="checkbox"/> Dust Pan
<input type="checkbox"/> Stapler	<input type="checkbox"/> Mop Handle
<input type="checkbox"/> Scrapers	<input type="checkbox"/> Buckets
<input type="checkbox"/> Utility Knife	
<u><b>HIGH-RISK</b></u>	
<input type="checkbox"/> HEPA Vacuum	<input type="checkbox"/> Mini containment
<input type="checkbox"/> Power Tools with HEPA Vacuum attachments	

----- **PERSONAL PROTECTION** -----

Check off all personal protection that was used on the job.

<input type="checkbox"/> Nonskid Shoe Coverings (disposable)	<input type="checkbox"/> Coveralls (disposable or recyclable)
<input type="checkbox"/> Gloves (disposable)	<input type="checkbox"/> Protective Eye Wear

<input type="checkbox"/> Latex/Rubber Gloves		
<u>HIGH-RISK</u>		
<input type="checkbox"/> Disposable Full-Body Coveralls/Recyclable Clothing		<input type="checkbox"/> Respirators w/HEPA Filters

----- **WORK PRACTICES** -----

• **WORK SMART**

Check all that were done:

<input type="checkbox"/> Inform Residents  <input type="checkbox"/> Restrict Access— <input type="checkbox"/> warning signs <input type="checkbox"/> caution tape <input type="checkbox"/> erect physical barrier  <input type="checkbox"/> “Low-risk” Containment (indoor) <input type="checkbox"/> poly extend 5 feet <input type="checkbox"/> poly secured to walls <input type="checkbox"/> furniture moved/covered <input type="checkbox"/> catch bag	<input type="checkbox"/> Personal Protective Clothing  <input type="checkbox"/> HVAC— <input type="checkbox"/> poly over vents within 5 feet <input type="checkbox"/> turn off entire system <input type="checkbox"/> lockout/tagout  <input type="checkbox"/> “Low-risk” Containment (outdoor) <input type="checkbox"/> poly extend 10 feet <input type="checkbox"/> cover plants <input type="checkbox"/> seal nearby windows <input type="checkbox"/> work postpone by wind/rain
<p><u><b>HIGH-RISK</b></u></p>	
<input type="checkbox"/> “High-risk” Containment (indoor) <input type="checkbox"/> 2 layers poly on floors <input type="checkbox"/> doorways and windows sealed with poly <input type="checkbox"/> airlock flap over door	<input type="checkbox"/> “High-risk” Containment (outdoor) <input type="checkbox"/> vertical containment <input type="checkbox"/> seal windows within 20 feet <input type="checkbox"/> water runoff contained by “berm”

• **WORK WET**

Check all techniques that were used:

<input type="checkbox"/> Misted work area.  <input type="checkbox"/> Wet scrape, sand, saw, drill, plane, and pry.  <input type="checkbox"/> Shaving foam used during drilling.	<input type="checkbox"/> Debris and chips kept wet.  <input type="checkbox"/> Water <u>not</u> used around electrical boxes or outlets.
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• **WORK CLEAN**

Check all techniques that were used:

<input type="checkbox"/> Large debris in poly bags <input type="checkbox"/> Tools wet wiped <input type="checkbox"/> Poly film is misted, folded “dirty side in,” then placed in a poly bag <input type="checkbox"/> Clean and rinse two feet beyond work area <input type="checkbox"/> Wet wiped with 3-bucket system	<input type="checkbox"/> Soiled rags/paper into poly bag <input type="checkbox"/> Seal bag with gooseneck <input type="checkbox"/> Remove all materials, bagged debris, and tools from work area. <input type="checkbox"/> Dispose of bagged debris properly (see <u>Waste Disposal</u> ) <input type="checkbox"/> Lunch/eating area separate from work area.
<b><u>HIGH-RISK</u></b>	
<input type="checkbox"/> HEPA vac (“High-risk”)	<input type="checkbox"/> Tools bagged and brought back to shop for cleaning (“High-risk”)

----- **PERSONAL CLEAN UP** -----  
**(DECONTAMINATION)**

Check all techniques that were used:

<input type="checkbox"/> Vacuum clothing with HEPA vacuum. <input type="checkbox"/> Hands and face washed with soap and water before eating, drinking, applying cosmetics, using chapstick, or smoking at finish of job.	<input type="checkbox"/> There is a clean area, away from the work area, for workers to take breaks and eat lunch. <input type="checkbox"/> Workers change their clothes and shoes in a clean change area. Their street clothes/shoes are stored in a separate container from their work clothes/shoes.
<b><u>HIGH-RISK</u></b>	

Shower with soap (“High-risk”)

Recyclable coveralls, shoe covers, or gloves placed in bag and taken back to the shop for the employer to have professionally cleaned (“High-risk”).



----- **PROHIBITED WORK PRACTICES** -----

**NO** — Power Sanders or Grinders without HEPA Vacuum Attachment.



**NO** — Open Flame or Heat Gun Hotter than 1,100 degrees F for Paint Removal.

**NO** — Welding or Flame Cutting of Lead-Coated Materials.

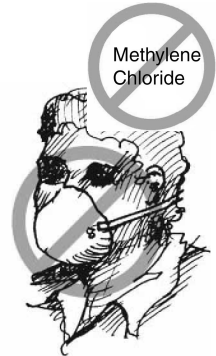
**NO** — Paint Strippers Containing Methylene Chloride.

**NO** — Uncontained Hydroblasting.

**NO** — Uncontrolled Abrasive Blasting.

**NO** — Extensive Dry Scraping or Sanding.

**NO** — Dust Mask in place of respirator.



----- **UNSAFE WORK PRACTICES** -----

**NO** — Disposing Waste in Resident's Trash.

**NO** — Washing in Resident's Sink.

**NO** — Disposing of Wastewater Down Resident's Sink, Bathtub or Outside on the Resident's Lawn or Yard.

**NO** — Vacuuming with Household Vacuum.

**NO** — Shop Vac.

**NO** — Misting of Water near Electric Outlets, Fixtures, or Equipment.

**NO** — Dry Sweeping.

**NO** — Use of Compressed Air to Blow Off Dust.

----- **UNSAFE PERSONAL PRACTICES** -----

**NEVER** — Eat, Smoke, Apply Makeup or Chapstick while on the job.

**NEVER** — Touch Resident's Property (such as the phone) Before Completely Cleaning Hands and Face.



## ----- CARPET REMOVAL -----

Check off each step as they are completed.

- Mist the top of the carpet thoroughly.
- Loosen the carpet from the tack strips or glue area.
- Cut carpet into manageable sizes with utility knife.
- Roll carpet pile side in while misting the back of the carpet.
- Repeat this procedure with the padding.
- Place carpet and padding pieces in 6 mil poly bags, seal with tape, and dispose.
- Once the carpet is removed, clean the floor by:
  - Vacuuming with a HEPA vac.
  - Wet mop the entire floor and baseboards.
  - Rinse mop the entire floor and baseboards.
  - HEPA vac the floor one more time.

----- **WASTE DISPOSAL** -----

Were hazardous wastes placed in sealed container where it is stored at the shop no longer than 90 days before disposing at a licensed collection facility? Yes  No

Hazardous waste consists of:

- Paint chips and dust.
- Vacuum debris bags.
- Sludge or liquid waste from chemical stripping.
- HEPA-vacuum filters or waste water filters.

If “no,” explain \_\_\_\_\_

Were non-hazardous wastes placed in commercial trash bins? Yes  No

Non-hazardous waste consists of:

- Disposable work clothing.
- Respirator filters.
- Rugs, carpets, and carpet padding.
- Polyethylene (plastic) sheeting- except when used to wrap paint chips.
- Solid components coated with intact, unpeeling paint, such as doors, casements, moldings, and jams.

If “no,” explain \_\_\_\_\_

----- **CLEARANCE TESTING** -----

If a quality assessment is made (required on all “high-risk” and HUD jobs, or at the discretion of the supervisor), indicate which assessments were used and attach *Notice of Evaluation Activity*.

- Visual assessment
- Dust testing
- Attach *Notice of Evaluation Activity*
- Attach sampling results and lab “chain of custody” forms

----- **QUALITY ASSURANCE** -----

At the end of the job, verify the quality of your work. Check all that apply:

<input type="checkbox"/> Work was properly completed as directed.	<input type="checkbox"/> Resident's property was returned to original place.
<input type="checkbox"/> Work areas were properly cleaned.	<input type="checkbox"/> Residents notified the job was completed successfully.
<input type="checkbox"/> Contaminated debris was properly bagged, sealed, labeled, and removed from site.	<input type="checkbox"/> Clearance testing (if required) results given to residents.
<input type="checkbox"/> Contaminated tools, materials, and equipment were removed from residence for proper cleaning.	<input type="checkbox"/> Other problems noted to supervisor. List below: _____ _____ _____

Signature of Worker \_\_\_\_\_ Date \_\_\_\_\_