

Hampshire College Lead-Safe Work Checklist - Appendix A

Date(s) of Project: _____

Project Location/Description: _____

Employee(s) Assigned to Project: _____

Check off to verify the following or write “N/A,” if not applicable:

PROJECT TYPE:

- MA/EPA Renovation, Repair and Paining Rule (RRP) applies: work in pre-1978 housing or child-occupied facilities that involves window replacement and/or disturbance of more than 6 SF on interior surfaces, or 20 SF on exterior surfaces
- OSHA Lead in Construction Standard applies: work where lead paint is present, but the work site is not pre-1978 housing or a child occupied facility; Or work is classified as minor repair and maintenance activity (less than 6 SF on interior surfaces or less than 20 SF on exterior surfaces per project) in pre-1978 housing and child-occupied facilities

TRAINING:

- All employees have attended Hampshire College in-house Lead Paint Safety training (applies to all projects)
- When the RRP rule applies, only personnel trained in *MA/EPA Renovation, Repair and Painting (RRP) Rule* can perform the work. Copies of training certificates must be on site

NOTIFICATION:

- Facilities & Grounds has developed a work plan and received approval from EH&S
- When the RRP rule applies, the EPA pamphlet “Renovate Right” must be distributed to all occupants. We must have their acknowledgement of receipt signatures on file, or we must document our delivery attempt. For work in common areas, the pamphlet can be posted in a central location, provided that all occupants are notified of the location of the posting

PRE-WORK SET UP:

- Post warning signs at all approaches to work area
- Use caution tape or other barrier to establish a 20-foot perimeter around exterior work area
- Hand-wash station set up with disposable pre-moistened hand wipes

- Personal air monitoring equipment and Personal Air Sampling Worksheet on site and ready for use
- Personal Protective Equipment (PPE) consisting of disposable coveralls with hoods, safety glasses, gloves, shoe covers and respirators to be worn by all workers
- Objects removed from work area (6-foot perimeter for interior, 20-foot perimeter for exterior work); Immoveable objects covered with plastic and sealed
- HVAC system in interior work area shut down; Vents covered and sealed
- Shut doors and windows in interior work area (6' perimeter), cover with plastic and seal
- Shut doors and windows in exterior work area (20' perimeter) and keep closed during work
- Cover interior work area entrance/exit door with plastic with weighted flap to keep contamination from spreading beyond the work area and install tack-pad to step on
- Cover floors in interior work area with plastic sheeting, secure to wall and seal edges. Must cover 6' perimeter or longer if needed to adequately contain dust and debris
- Cover ground, plants and shrubs for exterior work with tarps or plastic that is anchored to the building and weighed down by heavy objects. Cover must extend a minimum of 10 feet on all sides, or longer if needed to adequately capture dust and debris.

WORK:

- Place all necessary tools and equipment on plastic sheeting or exterior tarp prior to starting work. (Power sanders, grinders or other power tools cannot be used, unless equipped with a HEPA-vacuum attachment)
- Work area to be properly contained, inspected and maintained to ensure dust and debris are not spread outside work area. Exterior work on windy days is prohibited
- Wet methods must be used with scraping, sanding, drilling, cutting or any dust-making activity (except within 1 foot of electrical outlets)
- Waste must be put in leak-tight bags or containers or securely wrapped and sealed. HEPA-vacuum and wipe down waste bags before removing from the work area
- Residential waste: can be disposed of as trash or regular construction debris
- Non-Residential waste: must be containerized and stored in a secure area, until laboratory TCLP analysis determines if it must be disposed of as hazardous waste
- Tools and equipment must be thoroughly decontaminated before removal from work area

- Plastic sheeting used for containment and covering objects must be misted, folded inward and taped for disposal. (Plastic sheeting that separates interior work area from other areas must remain in place until final cleaning is complete and verified)
- Tarps used for exterior work must be HEPA-vacuumed, folded dirty side inward and stored in plastic bags for future use. (Reusable tarps used for exterior work can never be used for interior work)
- Cleanup (interior): Horizontal surfaces cleaned by HEPA- vacuuming followed by wet-wiping with water/detergent solution; Vertical surfaces cleaned by HEPA-vacuum; Carpets HEPA-vacuumed with a beater-bar attachment
- Cleanup (exterior): HEPA-vacuum all visible paint chips, dust and debris
- Remove coveralls and shoe covers before exiting the work area, wet-wipe shoes and step on tack-pad before walking around outside the work area

POST WORK:

- Cleaning Verification of Window Sills (interior): Wipe each window sill in work area with a wet disposable cloth (use a separate cloth for each sill) and compare to the EPA Post-Renovation Cleaning Verification Card – If it matches or is lighter than card, it passes; If it does not pass, re-clean and repeat verification; If the second cloth does not pass, wait for 1 hour until the surface is dry, then wipe the surface with a dry electrostatic cleaning cloth. The cleaning verification procedure is now complete
- Cleaning Verification of Horizontal Surfaces (interior): Wipe each countertop, shelf or other horizontal surface in work area with a wet disposable cloth (use one cloth for each 40 SF area) – Follow cleaning verification procedure described previously
- Cleaning Verification of Flooring (interior): Wipe uncarpeted flooring in work area with a wet disposable cloth using a device with a handle and head to which the cloth is attached (use a separate cloth for each 40 SF section of floor) – Follow cleaning verification procedure described above
- Cleaning Inspection (exterior): Inspect ground and area for paint chips/debris and check exterior sills and ledges for dust and debris
- Once interior cleaning verification or exterior visual inspection is complete, the warning signs and barrier tape can be removed
- Expiration date of EPA Post-Renovation Cleaning Card (interior work): _____
- Submit this checklist, personal air monitoring data and all other documentation to EH&S

Comments: _____ (continue on reverse)

Project Supervisor: _____ Date: _____