# EPA RRP job records checklist (one page)

Job address / Dirección:

---

## Before work (no more than 60 days before)

☐ Gave the owner EPA's *Renovate Right* pamphlet and got a signed acknowledgment, or a certificate of mailing at least 7 days before work (745.84(a)).

☐ If the owner doesn't live there: also gave the pamphlet to an adult occupant and got a signed acknowledgment — or a signed certification of attempted delivery (address, delivery date and method, who delivered it, why no signature).

☐ Common areas: written notice to every affected unit or posted signs, plus a signed, dated statement of the steps taken.

☐ If you tested: test kit maker and model, components tested, locations and results — or paint chip lab results (NLLAP-recognized lab).

## During the job

☐ A certified renovator was assigned; a copy of their training certificate is in the job file (745.86(b)(6)).

☐ On-the-job training for each worker, with the topics listed per worker.

☐ Warning signs posted at entrances to the work area.

☐ Containment as required (objects, HVAC, windows/doors, floor or ground covering) and waste contained on-site and in transport.

## After the job

☐ Cleaning done; the certified renovator performed cleaning verification, with the number of wet and dry cloths recorded (or a dust clearance report).

☐ Compliance info given to the owner and adult occupant at final invoice or within 30 days of completion, whichever is earlier (745.86(c)).

☐ Whole job file kept for 3 years after the job is completed.

LeadSafeRules.com/contractors/rrp — free. Summary of 40 CFR 745.84–745.86 (eCFR, Oct 2026). Not an official EPA form. Not legal advice. For EPA-run states; state-run programs (AL, DE, GA, IA, KS, MA, MS, NC, OK, OR, RI, UT, VT, WA, WI) may differ.