































perform post renovation clearance sampling. If this option is chosen the inspection will be performed by a KDHE certified lead professional and you will be provided a “Post Renovation Clearance” (PRC) letter. The PRC letter will detail the project address, the date and time of the inspection and that visual clearance has been achieved. If you have performed outdoor work you are done! Make sure to keep the letter with your records as required.

- (B) If you have performed interior work the same process detailed in (A) will be followed with one exception dust wipe samples will be taken from the work areas and sent to a laboratory for analysis. You will receive the sampling results within a few days following the inspection. This will provide you with proof that you did not leave lead contamination behind. You will need to provide a copy of the results to the owner/occupant. In the event you have not cleaned properly you will be notified that you have failed clearance and you will need to immediately contact the homeowner and return to the job site to re-clean. You will need to document the return cleaning trip and retain all documents for your records. Then the job is considered finished;
- (C) Another option for Licensed Renovation Firms is to self-perform the post renovation visual inspection and cleaning verification.

### **Post Renovation Visual Inspection and Cleaning Verification Procedure**

- (A) For all jobs, after performing the required post work cleaning detailed in the work practice standards, the Certified Renovator must perform a visual inspection (interior and exterior) and look for dust, debris, or residue. If any are found the area must be cleaned again until all debris, dust or residue is removed.
- (B) For exterior jobs you must document that the cleaning has occurred. KDHE has a Post Renovation Visual Inspection and Cleaning

Verification Record (CVR) template that you should use which will detail the project address, date and time of post work cleaning and verification. It will also require that you retain photographic evidence of the cleaning results. You will need to complete the CVR and provide a copy to the owner/occupant and retain the documents as required in your records.

1. If your work was done on the exterior only you are done! Make sure to keep all your records as required.) or;
2. If your work was performed on the inside of the home you must perform interior post renovation cleaning verification as follows:

### **Interior Post Renovation Cleaning Verification**

(C) After performing the required post work cleaning as detailed in the work practice standards, the Certified Renovator must wipe all uncarpeted floors, countertops, and window sills within the work area using a wet disposable cleaning cloth. You must then compare the cloth with the cleaning verification card and document your findings (The KDHE Post Renovation Visual Inspection and Cleaning Verification Record (CVR) will assist you with this);

1. If the wipe(s) is clean, you are finished
2. If the wipe is dirty (darker than the cleaning verification card allows) you must re-clean and re-wipe as detailed in the work practice standards until the area(s) will pass the comparison inspection.
3. You will be required to keep detailed records that include the project address, date and time of post work cleaning and verification. It will also require that you retain photographic evidence of the cleaning results. You will

need to complete the CVR and provide a copy to the owner/occupant and retain the documents as required in your records.

4. Congratulations! You are done!

## What are the recordkeeping requirements?

Renovation firms must retain all records necessary to show compliance with PRE and RRP for a period of three (3) years following completion of the renovation.

### Disclosure requirements:

- Distribute the *Renovate Right* pamphlet and a renovation notice to the housing owner and occupants before renovation starts.
- Obtain confirmation of receipt of *Renovate Right* from owner and occupants or a certificate of mailing from the post office.
- For work in common areas of multi-family housing, the *Renovate Right* and renovation notice must be distributed to owners and tenants of each affected unit.
- In child-occupied facilities, the firm must prepare, sign and date a statement describing the steps taken to notify all parents and guardians of the intended renovation and to provide the pamphlet.

### On-The-Job Training requirements:

The firm must have documentation showing the following:

- A Certified Renovator provided on-the-job training for workers used on the job, and specifically;
  - a) Written certification of worker training;
  - b) Must show which workers have what training;

- c) Must list all training topics covered for each worker; and,
- d) Must be signed by the Certified Renovator who did the training, the employee who was trained and an authorized representative of the Licensed Renovation Firm (if different than the Certified Renovator).

**Work Practice requirements:**

The firm must have documentation showing the following:

- If there were any previous lead inspection or risk assessment reports performed by a KDHE certified Lead Inspector or Risk Assessor and the results.
- A Certified Renovator was assigned to the project.
- A Certified Renovator performed or directed workers who performed all of the regulated tasks.
- Documentation clearly defining the reasons why the firm was not able to comply with the requirements of the rule due to an “Emergency”.
- A copy of the Certified Renovators KDHE certificate.

**Post work cleaning verification, or clearance requirements:**

The firm must have documentation showing either of the following:

- A Certified Renovator performed the post-renovation cleaning verification.
  - a) The results must be described.
  - b) Method and means must be described.
  - c) Description of materials used (wet or dry cloth and cleaning verification card).
  - d) Photographic documentation.

- If dust clearance sampling is used in lieu of post work cleaning verification, the firm must provide the report from the licensed lead activity firm to the individual who contracted for the renovation within 30 days.

## Where can I obtain copies of the “Renovate Right” pamphlet?

There are four ways to get multiple copies:

- Call KDHE at 1-866-865-3233,
- Send fax requests to 785-296-5594.
- Request copies in writing from:  
Kansas Homes and Lead Hazard Prevention Program  
1000 SW Jackson St. Ste 330 Topeka, KS 66612
- Obtain copies via the Internet at [www.kshealthyhomes.org](http://www.kshealthyhomes.org)

The pamphlet may be photocopied for distribution as long as the text and graphics are readable.



## Renovation, Repair and Painting (RRP) Confirmation of Receipt Form



**Instructions:** Complete all of Section 1, and either section 2, 3, or 4, depending on the method of delivery.

### **Section 1: Contractor/Landlord Information**

Contractor/Landlord Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Work site address: \_\_\_\_\_

Date: \_\_\_\_\_

### **Section 2: Delivery in person and owner/occupant signature obtained.**

I have received a copy of the pamphlet, *Renovate Right Important Information for Families, Child Care Providers and Schools*: informing me of the potential risk of the lead exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began. I also received notification of renovation stating where and when the renovation will be done.

\_\_\_\_\_  
Printed name of recipient

\_\_\_\_\_  
Signature of recipient

### **Section 3: Delivery in person; tenant signature not obtained**

If the lead pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

**Refusal to sign**— I certify that I have made a good faith effort to deliver the pamphlet, *Renovate Right Important Information for Families, Child Care Providers and Schools*: and notification of renovation to the rental dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet and notification of renovation at the unit with the occupant.

**Unavailable for signature**— I certify that I have made a good faith effort to deliver the pamphlet, *Renovate Right Important Information for Families, Child Care Providers and Schools*: and notification of renovation to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet and notification of renovation at the unit by sliding them under the door.

\_\_\_\_\_  
Printed name of person certifying delivery

\_\_\_\_\_  
Signature of person certifying delivery

**Section 4: Mailing Option.** — As an alternative to delivery in person, you may mail the lead pamphlet and notification of renovation to the owner and /or tenant. This information must be mailed at least 7 days before renovation (Document with a certificate of mailing from the post office)

\_\_\_\_\_  
Printed name of person mailing

\_\_\_\_\_  
Signature of person mailing

**For more information please contact:**

**Kansas Department of Health and Environment**  
**Healthy Homes and Lead Hazard Prevention Program**  
1000 S.W. Jackson St., Suite 330, Topeka, KS 66612-1274  
Phone: (866)-865-3233  
Fax: (785) 296-5594  
Email: [lead@kdheks.gov](mailto:lead@kdheks.gov)

Portions of this text were taken from EPA's Small Entity Compliance  
Guide  
Office of Pollution Prevention and Toxics  
U.S. Environmental Protection Agency  
Washington, D.C. 20460

**KDHE PRE/RRP 3/2010**