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## INTRODUCTION

This *Lead-based Paint Maintenance Planning Tool* is a guide designed to develop a custom fit checklist to conduct lead-based paint maintenance activities in a safe manner. It provides basic information on proper and improper lead hazard work practices. You know how important it is to have and use proper tools. Use this tool to help you learn to “Work Smart, Work Clean, and Work Wet” which means to “Work Lead Safe.”

Use the guide to plan each job that may involve lead-based paint. The cards are laminated so that they can be used, erased, and reused. You can photocopy the cards with the filed assignments and completed measures “check-off” and save the completed copy for each job. To plan a specific job, answer the questions and circle the materials and equipment and work practices that are appropriate to the specific job to be performed. Below is a list of cards and an explanation of how to use them.

**Lead Job Check List** – Use the job checklist to help you recognize risky activities; plan and perform your work; and protect yourself, fellow workers, the residents, and your family from lead hazards.

**Materials** – Identify the materials (disposables) needed for the particular job by circling the picture or words.

**Equipment** – Circle the equipment needed for the particular job.

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## INTRODUCTION

**Personal Protection** – Assign the protection the worker will need by circling the picture or words.

**Work Practices** – Circle the work practices that are appropriate to the task.

**Prohibited and Unsafe Practices** – Avoid these practices that jeopardize the health and safety of workers and residents.

**Cleanup** – Circle the cleanup practices appropriate to the job. As Tasks are completed by the worker, the work practices are checked-off as used. For example, when you plan, circle “tape”, when you use it, cross it off.

**Carpet Removal** – Follow the different work practices required for this commonly performed activity.

**Decontamination** – Circle practices that are appropriate to the job.

**Quality Assurance** – When the job is finished, do a “protecting” check. The job is complete when you can answer all of the questions by circling “Yes” or “NA” (Not Applicable).

*Note: Remember that in Federally Assisted Property, clearance is required and must be accomplished in compliance with 40 CFR Part 745 and 24 CFR Part 35 as these regulations apply to the project. In this case the job is not over until clearance is achieved.*

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## LEAD JOB CHECKLIST

Resident Name: \_\_\_\_\_ Job # \_\_\_\_\_

Phone: \_\_\_\_\_ Address/Apt.# \_\_\_\_\_

### 1. Was the building built before 1978?      Yes      No

If you don't know when the building was built, treat the paint as lead-based paint. If the building was built **after** 1978, then lead-based paint is probably not present and **this is not a lead job.**

If the building was built **before** 1978, then treat the paint as lead-based paint, unless a paint inspection report says that no lead-based paint is present.



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## LEAD JOB CHECKLIST

3. If “Yes” to any of the above, or if you don’t know the answer to any of the questions, assume you are dealing with lead-based paint, and circle the level of risk below.

### LOW RISK =

- Low levels of dust expected to be generated, *and*
- surface and paint in good condition, *and*
- Less than two (2) square feet.

### HIGH RISK =

- High levels of dust expected to be generated, *or*
- Surface and paint in poor condition, *or*
- Greater than two (2) square feet.



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## LEAD JOB CHECKLIST

**4. Who will do the job?** *Personnel must be properly trained and skilled, if they will have to wear a respirator, they must be medically qualified, fit-tested, and trained.*

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

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## LEAD JOB CHECKLIST

### 5. How will residents be notified and affected?

**Notification:** Phone \_\_\_\_\_ Letter \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

#### Work area instructions to residents

Job scheduled: FROM: Time/Date \_\_\_\_ TO: Time/ Date \_\_\_\_

Resident asked to leave unit: FROM: Time/Date \_\_\_\_ TO: Time/ Date \_\_\_\_

Resident asked to move personal items? Yes No

**Temporary accommodations needed for resident?** Yes No

If "Yes" accommodation provided? Yes No

If "Yes" WHERE \_\_\_\_\_ PHONE # \_\_\_\_\_

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## LEAD JOB CHECKLIST

**6. How will work be performed to minimize exposure to lead? *Circle specific cards to use for this job:***

Materials Card

Equipment Card

Personal Protection Card

Work Practices Card

Prohibited and Unsafe Practices

Cleanup Cards

Carpet Removal Card

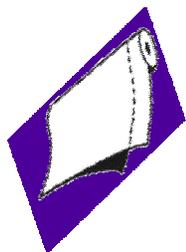
Decontamination Card

Quality Control Card

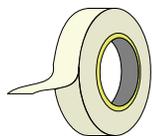
Circle needed materials. (Note  for high risk.)

## MATERIALS

**Circle Needed equipment ( Note  for high risk.)**



Heavy Duty  
Plastic Sheeting



Tape



All-Purpose Cleaner,  
or cleaner made  
specifically for lead



Rags



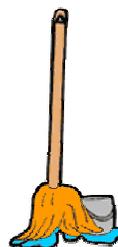
Disposable  
Towels



Heavy Duty  
Plastic Bags



Tack Pads



String Mop Heads

Circle needed materials. (Note  for high risk.)

## EQUIPMENT

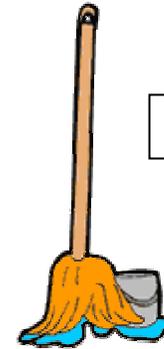
**Circle Needed equipment ( Note  for high risk.)**



Spray  
Mister



Broom  
(Wet Sweep Only)



Mop &  
Bucket



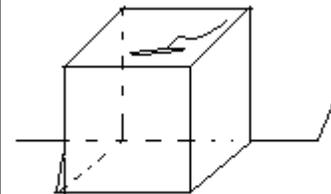
Stapler



Dust Pan



HEPA  
Vacuum



Mini -  
Containment



Scraper

Utility  
Knife



Signs &  
Barriers

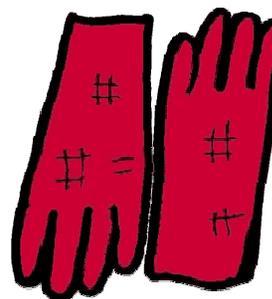
Circle needed materials. (Note  for high risk.)

## ΠΕΡΣΟΝΑΛ ΠΡΟΤΕΧΤΙΟΝ

Circle needed protection (Note:  for high risk)



**Protective  
Eye Wear**



**Latex/ Rubber  
Gloves**



**Disposable  
Cotton  
Gloves**

Circle needed materials. (Note  for high risk.)

## PERSONAL PROTECTION

Circle needed protection (Note: for high risk)



Respirators  
w/HEPA Filters 

- Disposable Full-Body 
- Coveralls/Recyclable 
- Clothing 

Circle needed materials. (Note  for high risk.)

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## WORK PRACTICES

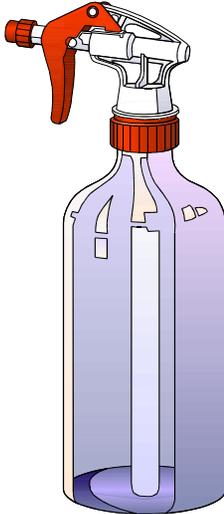
### ■ Work Smart

- Protect and inform residents
- Wear proper personal protective clothing.
- Be alert to special situations.
- Shutdown HVAC and/or isolate vents.
- Remove and protect resident belongings.
- Install heavy duty plastic firmly and securely.
-  – Isolate area with heavy duty plastic sheeting

Circle needed materials. (Note  for high risk.)

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## WORK PRACTICES



- Work Wet
  - Mist work area with water
  - Wet scrape, sand, pry, saw, plane, drill, and remove painted materials.
  - Foam drilling area.

Circle needed materials. (Note  for high risk.)

## WORK PRACTICES

### ■ Work Clean

- Use a tack pad.
- Install catch bags under work.
- Keep debris picked up.
- Control settled dust.
- Use mini-enclosures.



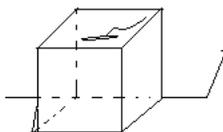
Tack Pad



Clean As You Go



Minimize Dust Releases



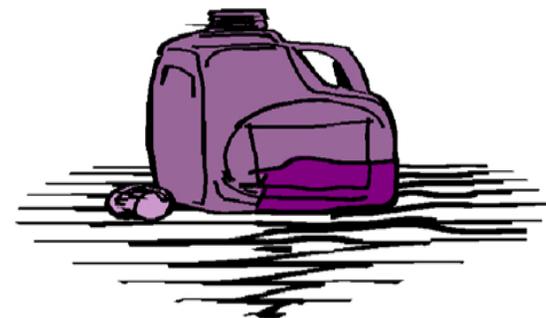
Dust Containment



## PROHIBITED PRACTICES

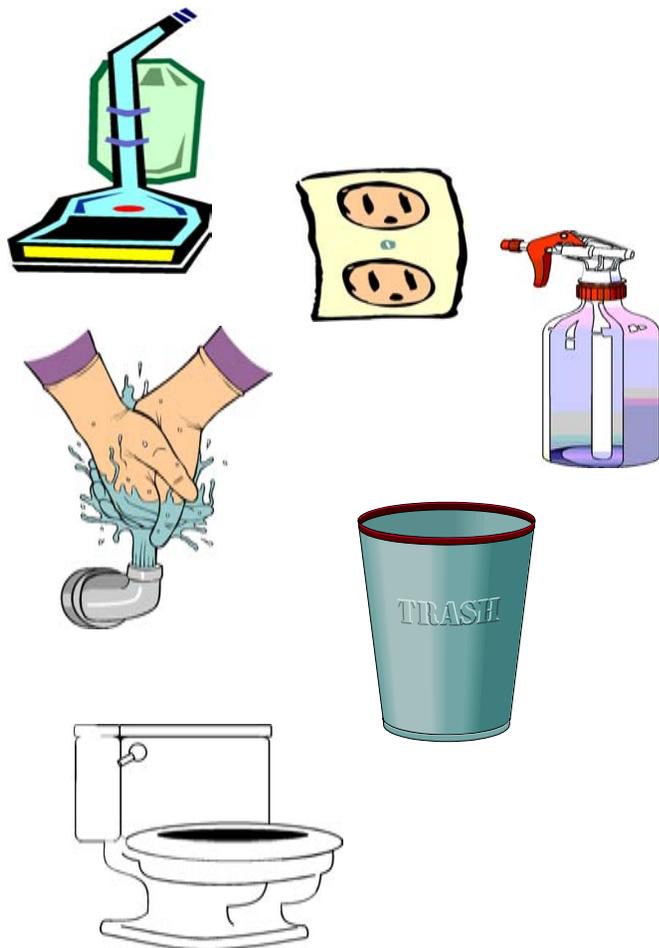


- ⊘ **NO MECHANICAL GRINDING/SANDING WITHOUT HEPA ATTACHMENTS**
- ⊘ **NO EXTENSIVE DRY SANDING OR SCRAPING ABOVE DE MINIMUS LEVELS**
- ⊘ **NO OPEN FLAME BURNING, HEAT GUN HOTTER THAN 1,100° F, OR WELDING/FLAME CUTTING**
- ⊘ **NO METHYLENE CHLORIDE BASED STRIPPERS IN POORLY VENTILATED SPACES.**



**Methylene Chloride Stripper**

## UNSAFE PRACTICES



- NO VACUUMING WITH HOUSEHOLD VACUUM
- NO MISTING OF WATER NEAR ELECTRIC OUTLETS/FIXTURES
- NO WASHING IN RESIDENT'S SINK OR LAVATORY
- NO DISPOSAL OF WASTE IN RESIDENT TRASH
- NO DISPOSAL OF WATER IN RESIDENT SINKS/ BATHTUBS OR YARD AREAS

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## CLEANUP-LOW RISK

1. Place large debris in heavy duty plastic bags.
2. Wet wipe tools
3. Mist debris on work area heavy duty plastic film.
4. Fold heavy duty plastic film “dirty side in”. Place in heavy duty plastic bag and label.
5. Wet wipe work area with cleaner.
6. Rinse work area with water.



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## CLEANUP-LOW RISK

7. Wet wipe with cleaner under and 2' beyond area that was covered with heavy duty plastic film.
8. Rinse wipe with water under and 2' beyond area that was covered with heavy duty plastic film.
9. Gooseneck seal and label heavy duty plastic bag.
10. Remove all materials, tools and bagged debris from work area and residence.
11. Properly dispose of bagged debris.





## CLEANUP-HIGH RISK

- ↑ 1. Place large debris in heavy duty plastic bags.
- ↑ 2. Place contaminated tools/equipment in heavy duty plastic bag and seal.
- ↑ 3. Mist small debris on plastic film in the work area.
- ↑ 4. Remove mini containment and place on heavy duty plastic bag.
- ↑ 5. Properly remove coveralls. Place in heavy duty plastic bag.
- ↑ 6. Fold plastic film “dirty side in”. Place in heavy duty plastic bag and label.
- ↑ 7. Wet wipe with cleaner the area that was repaired.
- ↑ 8. Rinse wipe with water the area that was repaired.
9. HEPA vacuum under and 2' beyond area that was covered with plastic film.



## CLEANUP-HIGH RISK

10. Wet mop with cleaner under and 2' beyond area that was covered with plastic sheeting. Wring mop in separate bucket.
11. Rinse mop with water under and 2' beyond area that was covered with plastic sheeting. Wring mop in separate bucket.
12. HEPA vacuum under and 2' beyond area that was covered with plastic sheeting again.
13. Gooseneck seal and label heavy duty plastic bag.
14. Remove all materials, tools and bagged debris from the work area and residence.
15. Properly dispose of bagged debris.



Circle needed work practices

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## **CLEANUP-HIGH RISK**

### **CARPET**

1. Mist carpet.
2. Loosen wall to wall from tack strips or glued areas.
3. Cut carpet to manageable portions with utility knife.
4. Roll carpet “pile side in”, enclose in heavy duty plastic sheeting, seal with tape, and remove while misting carpet backing from area.

### **PAD**

5. Cut padding to manageable portions with utility knife.
6. Roll pad while misting.
7. Wrap carpet & padding in heavy duty plastic sheeting.



Circle needed work practices

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## CLEANUP-HIGH RISK

### FLOOR

- HEPA vacuum floor area.
- Rinse/mop floor area and baseboards with cleaner.
- Wet mop floor area
- HEPA vacuum floor and baseboards with area again.

Circle needed materials. (Note  for high risk.)

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## DECONTAMINATION

### PERSONAL

- Vacuum clothing with HEPA vacuum.
- Wipe hands and face with disposable towels.
- Wash face and hands with soap and water before eating, drinking, smoking, or applying cosmetics and at finish of job.
-  ■ Shower with soap.
-  ■ Recyclable coveralls go to the special laundry.
- Launder clothes separately.

### EQUIPMENT

-  ■ Clean tools and equipment away from the work area.

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## QUALITY ASSURANCE

### Did you do your part to inform and protect everyone from lead poisoning?

Work properly completed as requested	Yes	No	N/A*
Work areas cleaned properly	Yes	No	N/A
Contaminated debris properly bagged, sealed and labeled	Yes	No	N/A
Contaminated debris, tools, materials, and equipment removed from house.	Yes	No	N/A
Residents notified of job completion	Yes	No	N/A
Other lead “problems” noted	Yes	No	N/A
If “Yes”, other lead problems reported	Yes	No	N/A

Signature \_\_\_\_\_ Name \_\_\_\_\_  
 Unit/Address \_\_\_\_\_

*\*N/A means not applicable.*

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This *Planning Tool* is an important part of the *Lead-Based Paint Maintenance Training Program* developed for the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Housing and Urban Development (HUD) by the National Environmental Training Association (NETA) under EPA grant CX-824712. The training package includes a training guide, 60 minutes of integrated video, the *Planning Tool*, and originals to copy for overheads and student handouts. It is designed for trainers and supervisors to train maintenance personnel on safe procedures to use when maintaining dwellings that contain lead-based paint. The *Training Program* provides basic instruction on proper and prohibited lead-based paint maintenance and control measures and explains how to use the *Planning Tool*. **CAUTION:** Completion of this course does not meet U.S. EPA requirements for lead-based paint abatement training. Additional training and State-certification are required to conduct lead-based paint abatement work safely.

Information on how to obtain additional copies of this *Planning Tool* and the training package is available from the Lead Paint Compliance Assistance Center toll free at 1-866-HUD-1012 (1-866-483-1012).

Copies of the laminated *Planning Tool* may be purchased from NETA, phone number 602-956-6099, or by fax number 602-956-6692, or from HUD-USER, phone number 1-800-245-2691. Also available from HUD-USER is a free EPA brochure “Reducing Lead Hazards When Remodeling Your Home” (EPA Publication #747-R-94-002, April 1994). You may obtain more information on High Risk lead operations and maintenance practices for the U.S. Housing and Urban Development *Guidelines for the Evaluation and Control of Lead-Based Paint in Housing*, phone number 1-800-245-2691 or the National Institutes of Building Sciences (NIBS) – *Lead-Based Paint: Operations and Maintenance Work Practices Manual for Homes & Buildings*, phone number 202-289-7800.