

**Occupant Protection Plan**  
Checklist for Lead-Based Paint Activities

Name of Occupant(s) - (List property owner's name if unit is not occupied)

Address

Unit Number (if applicable)

City

State

Zip

Lead Contractor Name

Contractor Telephone Number

Project Date(s) (mm/dd/yy)

**OCCUPANT PROTECTION PLAN CHECKLIST FOR LEAD-BASED PAINT ACTIVITIES**

*This is a checklist of actions the contractor will take to protect the occupant, while paint is disturbed. Occupants must stay out of work areas while work is in progress. The contractor will do daily clean-ups, but the work area may still contain dangerous levels of dust-lead*

**Occupant Location** (check all that apply)

- Unit is vacant (no movable objects remain in the unit)
- Occupants will be relocated and stay out of the unit until the lead project is done
- Occupants will not be allowed within the work area before project completion, (which includes clearance with documented dust wipe sample results)
- Occupants will stay outside the dwelling unit during work times but may return each day after clean up
- Occupants will have a lead-safe passage to bathroom, living area, and entry/exit door during project
- Occupants will be provided a lead-safe entry and exit pathway during the project
- Occupants/pets will not be allowed in the work area

**Furniture** (check all that apply)

- Will inform Occupants(s) to remove all personal items and as much furniture as possible from work area before work begins
- Will cover, with plastic, all furniture and personal belongings that can't be removed

**Containment and Barrier system**

**Interior work**

- Will use a dust room for work on removable components such as windows and doors
- Will use an airlock flap on all doorways to work areas, or will close and secure doors from inside the work site
- Will use plastic to cover entire floor, and all worker pathways to exit and any workrooms
- Will use plastic to cover floor extending 5' beyond work area in all directions and where it is practical
- Workers will stay on plastic
- Will inform Occupants to keep off of plastic in work area
- Will lock or firmly secure work area to provide an overnight barrier
- Will post warning signs at entry to each room where work is being done, or will post warning signs on the building exterior near main and secondary entryways

**Exterior Work**

- Will remove all movable items (playground equipment, toys, sandbox, patio furniture, etc.) to a distance of 20 feet from work area or seal these items with plastic and tape
- Will use plastic sheeting or landscape fabric on the ground extending 10 feet from building, where practical
- Will keep all windows, including windows of adjacent dwellings, within 20 feet of work closed
- Will erect barrier tape or temporary fencing to make a 20' perimeter around building
- Will post warning signs on the building exterior near all entryways

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**Window Work** (check all that apply)

- Will tape plastic to exterior wall when removing windows from the inside
- Will tape plastic to interior wall when removing windows from the outside
- Will use plastic sheeting or landscape fabric on the ground under the windows

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**Work Practices** (check all that apply)

- Will use a heat gun, not to exceed 1100 degrees Fahrenheit
- Will use a machine planer, chipper, grinder, or sander only if attached to a properly operating HEPA-filtered vacuum. Will use proper containment while using any of these machines
- Will use chemical paint stripper to remove lead-based paint from components and will follow manufacturer instructions only with adequate ventilation
- Will use power washing or hydro-blasting with proper containment to prevent the waste water generated from contaminating the soils or surface waters.
- Will remove components such as complete door systems, siding, walls, cabinets or trim. Will use containment to isolate areas where paint is being distributed from the rest of the property
- Will not use abrasive blasting or sandblasting
- Will have employees wear disposable booties in work area or clean shoes with tack pads before leaving work area

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**Ventilation System** (check all that apply)

- Will turn off system and seal all vents in workroom with plastic
- Will turn off system and seal off vents within 5 feet of the work area

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**Daily Cleaning** (check all that apply)

- Will remove debris from dwelling or store it in a locked secure area
- Will clean all horizontal surfaces in the work area with a HEPA vacuum and wet washing
- Will clean and remove plastic walkways each day, replacing with new each day
- Will clean all walkways that are used as pathways to the work area with a HEPA vacuum
- Will clean if containment is breached on both sides of the containment
- Will clean off debris, fold, and secure all plastic sheeting or landscape fabric overnight but may use again the next day

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**Final Cleaning** (check all that apply)

- Will remove all debris and visible dust
- Will HEPA vacuum, wet wash and HEPA vacuum all horizontal surfaces and trim in work areas
- Will HEPA vacuum, wet wash, and HEPA vacuum all surfaces and floors extending at least 5' in all directions from treated surface

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**LEAD CERTIFIED CONTRACTOR**

I certify that a copy of the Occupant Protection Plan was provided to the property owner or occupant(s) of the property address listed on the form on this date \_\_\_\_\_ by way of \_\_\_\_\_ (describe delivery method).

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Signature – Certified Lead Contractor

Date signed (mm/dd/yy)