

### Create A Job File

---

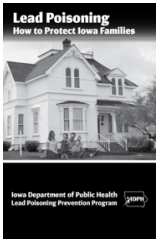
#### Your file should include:

- Your client agreement/contract with the scope of work to be done.
- A copy of your Lead Renovator License and your Lead Firm License.

### Complete the Pre-Renovation Notification

---

- Give your client a copy of the Iowa booklet, “Lead Poisoning How To Protect Iowa Families” OR the EPA booklet, “The Lead-Safe Certified Guide To Renovate Right”



- Fill out the appropriate notification form from the booklet, have your client sign the form and **add it to your job file**. (The form **MUST** be completed and signed)

### At The Job Site

---

- Perform and document on-the-job training to any workers that do not have their Lead Renovator license. **Add it to your job file.** (There is a form you can use on our website.)
- Test for lead and document test kit information and results on the Lead Renovation Report, OR, you can assume the surface is positive for lead and document on the Lead Renovation Report.
- If your work area tests positive for lead,
  - ⇒ Establish a work area,
    - Post signage
    - Put down plastic, close windows and doors, build containment, etc.
  - ⇒ Follow lead-safe work practices.
  - ⇒ When work is completed,
    - Clean the work area
    - Perform post cleaning verification using the Cleaning Verification Card provided to you (or mailed to you) at class

### Job Completion

---

- Within 30 days of job completion, finish completing the Lead Renovation Report and send a *copy* to your client.
- Add the original Lead Renovation Report **to your job file** for 3 years.

### REMINDER

**Always keep the file on your jobsite.** If a compliance officer stops by your job, they will want to see your licenses, the pre-renovation notification form, the on-the-job training documentation, and the lead renovation report.

**Every residential house, or child-occupied facility built before 1978 where painted surfaces will be disturbed must have this information and must be maintained for 3 years.**