# Renovation and Repairs Checklist

Name: ____________________________

School: __________________________

Room or Area: ____________________ Date Completed: ___________

Signature: ________________________

## 1. GENERAL ACTIVITIES

### PRE-RENOVATION

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
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### RENOVATION

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<tr>
<th></th>
<th>Yes</th>
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### CLOSE-OUT

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<tr>
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**Instructions**

1. Read the IAQ Backgrounder and the Background Information for this checklist.

2. Keep the Background Information and make a copy of the checklist for future reference.

3. Complete the Checklist.
   - Check the “yes,” “no,” or “not applicable” box beside each item. (A “no” response requires further attention.)
   - Make comments in the “Notes” section as necessary.

4. Return the checklist portion of this document to the School.

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**1a.** Notified staff, students, and parents of impending renovations and repairs ...

**1b.** Consulted school’s asbestos (AHERA) survey, if available ...

**1c.** Tested original paint for lead before removing it ...

**1d.** Consulted an asbestos professional before starting projects that may disturb asbestos ...

**1e.** Planned isolation strategy (from pollutants generated during renovations and repairs) for:
   - Students and staff ...
   - Non-work areas of building ...
   - Ventilation system ...

**1f.** Arranged for increased housekeeping during renovations and repairs ...

**1g.** Selected products and materials with minimal off-gassing ...

**1h.** Included IAQ-related specifications in construction contracts ...

**1i.** Evaluated work area for signs of mold before starting renovations or repairs ...

**1j.** Scheduled pollutant-producing activities during unoccupied periods ...

**1k.** Updated school occupants and parents on progress of longer projects ...

**1l.** Avoided exposure to mold and bacteria (for example, with protective clothing or close-out procedures) ...

**1m.** Determined that housekeeping activities are sufficient to control dirt and dust ...

**1n.** Verified that work met contract specifications ...

**1o.** Allowed time for off-gassing before space is occupied ...

**1p.** Cleaned surfaces with wet-wiping and vacuuming (high efficiency vacuuming for fine or potentially toxic dusts such as lead, asbestos, or mold) ...

**1q.** Cleaned building system components as needed ...

**1r.** Changed ventilation system filters ...

**1s.** Balanced and tested HVAC system (if the HVAC systems or rooms served by it were modified) ...

**1t.** Followed EPA National Emission Standards for Hazardous Air Pollutants rules for disposal of materials that contained asbestos ...
2. PAINTING

PRE-RENOVATION
2a. Confirmed that the painted surface is lead-free ..............................................❑❑❑
2b. Selected a low-VOC emitting paint that is free of lead, mercury, and formaldehyde .................................................................❑❑❑
2c. Scheduled painting during unoccupied periods ..............................................❑❑❑

RENOVATION
2d. Minimized occupant exposure to odors and contaminants ............................❑❑❑
2e. Used exhaust and supply ventilation to sweep fumes out of building ..........❑❑❑
2f. Blocked ventilation return openings ...............................................................❑❑❑
2g. Used proper storage and disposal practices for paints, solvents, and supplies ....................................................................................❑❑❑

CLOSE-OUT
2h. Allowed paint odors to dissipate before occupants returned .....................❑❑❑
2i. Used supply and exhaust fans to sweep fumes out of the building .............❑❑❑
2j. Used appropriate storage and disposal practices for paints, solvents, and clean-up materials ...............................................................❑❑❑
2k. Disposed of old paints containing lead or mercury appropriately ..........❑❑❑

3. FLOORING

PRE-RENOVATION
3a. Ensured that flooring is free of asbestos fibers ............................................❑❑❑
3b. Selected low-emitting adhesives and flooring materials ................................❑❑❑
3c. Obtained information about product constituents and emissions .............❑❑❑
3d. Avoided installing carpet near water sources ............................................❑❑❑
3e. Scheduled installation during unoccupied periods .......................................❑❑❑
3f. Aired out (off-gassed) new products before installation ...........................❑❑❑

RENOVATION
3g. Followed manufacturers’ recommendations for ventilating the work area ....❑❑❑
3h. Avoided recirculating air from the installation area ....................................❑❑❑
3i. Sealed return air grilles, opened doorways, and used exhaust fans to remove airborne contaminants .......................................................❑❑❑
3j. Vacuumed old carpet (before removal) ..........................................................❑❑❑
3k. Vacuumed subfloor surfaces (after carpet removal) ....................................❑❑❑
3l. Sealed joints of hard surfaces and/or entire surface of porous flooring installed near water sources .........................................................❑❑❑

CLOSE-OUT
3m. Vacuumed new flooring after installation ...................................................❑❑❑
3n. Followed manufacturers’ recommendations for ventilating the work area space (typical recommendation: allow maximum outdoor air into work area for 72 hours after installation) .............................................❑❑❑

4. ROOFING

PRE-RENOVATION
4a. Scheduled pollutant-producing activities during unoccupied periods ..........❑❑❑

RENOVATION
4b. Placed “hot pots” of tar away from outdoor air intakes .............................❑❑❑
4c. Modified ventilation to avoid introducing odors and contaminants into building (for example, closed rooftop ventilation units in vicinity of work area and instructed staff and students to keep doors and windows closed) ....❑❑❑