



RECORDKEEPING REVIEW	
1. Designated Person statement: is it signed, includes contact information and training documentation	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
2. Training Documentation: have all custodial and maintenance personnel received two hour awareness training?	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
3. Annual Notifications: Are dated copies in the plan? Is the method of notification indicated?	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
4. Periodic Surveillance: Are dated copies in the plan for each 6 month periodic surveillance?	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
5. Outside Contractors: Does the LEA notify outside vendors that asbestos is present? Method used?	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
6. Response Action Records: For any asbestos abatement in the last 5 years, are response action records included? See checklist of records.	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
7. Bulk Sample Reports: Are laboratory reports included for any suspect ACM that is not assumed ACM? Do reports indicate the location of each sample and the type of material sampled?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
8. Management Plan: Is a copy located in each school office and the LEA office?	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
9. Warning Signs: Are warning signs posted in routine maintenance and storage areas where ACM is present?	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
10. Architect Statement: Is the architect statement present for any new construction, renovation, addition?	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments: