

RECORDKEEPING REVIEW

<p>1. Designated Person statement: Is it signed, includes contact information and training documentation?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>2. Training Documentation: Have all custodial and maintenance personnel received two-hour awareness training?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>3. Annual Notifications: Are dated copies in the plan? Is the method of notification indicated?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>4. Periodic Surveillance: Are dated copies in the plan for each six-month periodic surveillance?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>5. Outside Contractors: Does the LEA notify outside vendors that asbestos is present? Method used?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>6. Response Action Records: For any asbestos abatement in the last 5 years, are response action records included? See checklist of records.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>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?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>8. Management Plan: Is a copy located in each school office and the LEA office?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>9. Warning Signs: Are warning signs posted in routine maintenance and storage areas where ACM is present?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
<p>10. Architect Statement: Is the architect statement present for any new construction, renovation, or addition?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments: