

RRPM Worksite Checklist Instructions

Pre-1978 (Target) Housing & Child Occupied Buildings | October 2026

Use these instructions with the printable [RRPM Worksite Checklist and forms](#) to make sure your RRPM worksite meets regulatory requirements. For the full RRPM requirements, see the [Vermont Regulations for Lead Control](#).

If you need help accessing or understanding this information, contact ALRP@vermont.gov.

Contents

Pre-Renovation Information Distribution Requirements	2
On-site Documentation	3
Worker Protection and Exposure Control	4
Interior Work Containment Setup	5
Exterior Work Containment Setup	6
Handling Waste	6
Post RRPM Work Cleaning – General	7
Post RRPM Work Cleaning – Interior	7
Final Cleaning Check (Cleaning Verification) – Interior	8
Final Cleaning Check (Cleaning Verification) – Exterior	8
Dust Clearance Testing (Optional)	9
Recordkeeping	9
Supply List	11

Pre-Renovation Information Distribution Requirements

Before starting RRPM work on a building, you must give the property owner and residents educational materials about lead poisoning hazards and information about the planned RRPM activities. Keep proof of notification for at least six years for [recordkeeping requirements](#).

RRPM Activities in Residential Buildings

Within 60 days before RRPM work begins, you must:

- Give the owner of the building the Renovate Right pamphlet and the Vermont RRPM Regulations fact sheet. If it is a rental property, you must also give the pamphlet and fact sheet to the tenants. You can deliver them in person, email or mail them.
- Keep a record of proof that the owner/tenant has received the pamphlet and fact sheet by choosing one of the following:
 - Written or electronic acknowledgement from the owner/tenant of the building that they have received the pamphlet and fact sheet. You can use [this form](#), or write your own that includes:
 - The owner's/tenant's name
 - A statement that the owner/tenant received the pamphlet and fact sheet
 - The address of the unit
 - The signature of the owner/tenant
 - The date of signature
 - An email response from the recipient confirming that the fact sheet and pamphlet were received, if you emailed them.
 - A self-certification of attempted delivery if you delivered the pamphlet and fact sheet and did not get a signature from the owner/tenant.
 - A certificate of mailing from the post office that is dated at least seven days before the RRPM work begins.

RRPM Activities in Common Areas

Within 60 days before RRPM work begins, you must:

- Give the owner of the building a [Renovate Right pamphlet](#) and the [Vermont RRPM Regulations fact sheet](#).

- You must have an acknowledgement from the owner certifying that they have received these materials or get a certificate of mailing by following the instructions in the previous section.
- To notify the residents, you must do **one** of the following:
 - Notify each affected resident in writing and make the [Renovate Right pamphlet](#) and the [Vermont RRPM Regulations fact sheet](#) available upon request before RRPM work begins. You can use [this notification form](#), or write your own that includes:
 - The location(s) and nature of the work being done.
 - Expected start date and end date.
 - How residents can get the pamphlet, fact sheet, and other records associated with the work (for example, licenses, on-the-job training, tenant notification).
 - Post informational signs describing the nature and location(s) of RRPM work and expected end date. Be sure that the signs are:
 - In a place where they are likely to be seen by affected residents.
 - Accompanied by a posted copy of the pamphlet and fact sheet or information on how to get a copy of the pamphlet and fact sheet and other records associated with the work.
 - Prepare, sign and date a statement describing the steps you took to notify all residents of the planned RRPM work and to provide the pamphlet and fact sheet. Keep the statement for your records.
- If the scope, location(s) or expected start or end dates of the planned RRPM activities change after you notify residents, you must provide another written notification before the work starts.

On-site Documentation

These documents must be available to view at your worksite (printed or electronically).

1. Your RRPM license or certification
 - Lead-Safe RRPM Firm license and Lead-safe RRPM Supervisor licenses
 - Or UCCO or RRPM Firm – Landlord (as appropriate)
2. Your most recent RRP(M) Lead Renovator course training certificate
 - Your licenses and training certificates are stored in your account in the [ALRP Licensing and Permitting Portal](#). You can access the portal on your phone and find them under **Documents** to display.

- For RRPM Firms, if the RRPM supervisor trained other workers, keep a record of [on-the-job training](#).
3. Keep a record of proof that the owner/tenant has received the [Renovate Right pamphlet](#) and the [Vermont RRPM for Homeowners, Renters and Child Care Providers fact sheet](#).

Worker Protection and Exposure Control

Make sure your worksite meets all of these requirements:

- The RRPM supervisor is at the site during all RRPM work, including during setup, while work is underway, and cleanup.
- The work does not create a potential health hazard from fumes, dust, vapors or liquids.
- The work area is isolated so that no dust or debris can escape.
 - The plastic you use is not torn or displaced.
 - Containment does not block emergency exits.
- **Do not** do or use any of the following prohibited work practices:
 - Open flame burning or torching
 - Heat guns operated at or above 1,100°F
 - Dry scraping or dry sanding
 - Powered tools. You can apply for an [RRPM Power Tool permit](#) to use a power tool with dust control attachment. These permits must be applied for each RRPM jobsite.
 - Hydro-blasting or high-pressure washing
 - Abrasive blasting or sandblasting
 - Chemical stripping
- All workers are “working wet” meaning misting surfaces with water before scraping or sanding.
- Nobody in the work area is eating or drinking, using tobacco or applying cosmetics.
- Everyone in the work area has Personal Protective Equipment (PPE):
 1. Protective clothing (either disposable coveralls or a change of clothes)
 2. Footwear (disposable shoe covers or a change of shoes).
 3. Eye protection (such as hardware store safety glasses)
 4. Everyone in the work area must wear a respirator if airborne lead exposures have not been tested or have tested above the exposure limit of 50ug/m.

- **Acceptable respirators include the disposable N100 or N95 or equivalent respirators**, or those that meet National Institute for Occupational Safety and Health (NIOSH) requirements (99.7% filtration efficiency against solid and liquid aerosols, including lead).
- The worksite is equipped with:
 1. A changing area next to the work area. This is a designated clean area for removing protective clothing, including taking off disposable clothes and shoes or changing into new clothes or shoes.
 2. Hand washing station next to the work area. This can be:
 - a. Access to a sink,
 - b. Portable handwashing station (provides clean water, soap, single use towels, catch bucket for wastewater collection) or
 - c. Wet wipes. We recommend fragrance-free wipes that contain at least 99% water, and avoiding disinfecting wipes like Clorox or Lysol.
 - Dispose of wipes the same way as other RRPM worksite waste.
 - After using wipes, workers must wash their hands and face with soap and water as soon as they can get to a sink or portable handwashing station.

When leaving the worksite, after removing the respirator and other protective equipment, workers must wash their hands and face.

 3. Shower facilities located adjacent to the work area if airborne lead exposures have tested above the exposure limit of 50ug/m.
- Post signs that clearly define the work area and read “Danger: Lead Work Area; May damage fertility or the unborn child; Causes damage to the central nervous system; Do not eat, drink or smoke in this area.” [Download and print the sign.](#)
- Before leaving the work area, clean any items leaving the work area of all dust, debris and residue, including tools and waste containers.
- To limit exposure, carefully bag or wrap and dispose of lead waste according to the [Handling Waste section](#) below.

Interior Work Containment Setup

- Remove all objects that can be moved from the work area.
- Cover objects that cannot be moved with plastic sheeting. Tape or seal all seams and edges.

- Turn off the HVAC. Close and seal all HVAC duct openings with taped-down plastic sheeting.
- Close all windows and doors in the work area.
- Cover all doors with plastic sheeting.
- Cover worksite entrance doors with double plastic sheeting with door flap so that workers can pass through while keeping dust and debris in the work area.
- Cover the floor, including installed carpet, with taped-down plastic sheeting at least 6 feet beyond the perimeter of the work area.
- If you use vertical containment, make sure the plastic goes from floor to ceiling and that all joints between floor, ceiling and walls are tightly sealed with tape and do not leave gaps for dust and debris to escape.

Exterior Work Containment Setup

- Close all doors and windows within 20 feet of the RRPM work.
- Close all doors and windows on multi-story buildings within 20 feet of RRPM work and on all floors directly below the worksite. This may require ensuring that windows and doors on neighboring buildings are closed.
- Cover worksite entrance doors with double plastic sheeting with door flap so that workers can pass through while keeping dust and debris in the work area.
- Cover the ground with plastic sheeting 10 feet beyond the perimeter of the worksite or a greater distance as needed to collect paint debris.
 - If ground cover isn't possible 10 feet out because of a property line or proximity of adjacent building or street, use vertical containment and lay ground cover to the edges of the work area.
- Do not do RRPM work during rain or wind speeds greater than 20 mph.

Handling Waste

- If using a chute to remove waste from the work area, ensure it is covered.
- At end of the day and when RRPM work is finished, contain waste in contractor bags or cover with plastic sheeting and tape closed. Place waste in an enclosure or behind a barrier to prevent release of and access to dust and debris.
 - Lead waste includes paint chips, painted construction debris and any materials that came into contact with dust and debris, including plastic sheeting, paint chips and disposable rags, mop heads and clothing.

- When transporting the waste, it must be securely contained in contractor bags or wrapped in plastic and taped closed.
- Properly dispose of waste.
 - Waste from renovations in residential buildings is usually considered household waste and can be disposed of at a certified municipal solid waste or construction and demolition waste landfill.
 - Learn more about handling and disposing of all lead waste: [Vermont's Solid Waste Management Rules](#) or [Hazardous Waste Management Regulations](#).

Post RRPM Work Cleaning – General

- Collect and seal all paint chips and other debris as described in the Handling Waste section above.
- HEPA vacuum plastic sheeting then mist with water before you fold it. Fold the dirty side inward and seal with tape or place in heavy duty waste bags.
- After cleaning and removal of work area debris and plastic sheeting, take down the plastic sheeting used to separate contaminated rooms from non-contaminated rooms last.
- To reuse plastic sheeting in another area of the jobsite, the RRPM supervisor must:
 - Carefully HEPA vacuum the plastic to remove any visible dust or debris.
 - Mist the entire sheet.
 - Fold the sheet with the dirty side inward and tape shut.
 - When opening the plastic for reuse, unfold the plastic with the dirty side facing up.
 - Tape any holes in the plastic before beginning work.
 - Do not reuse plastic between job sites. Use new plastic when starting a new RRPM job.

Post RRPM Work Cleaning – Interior

- Clean all objects and surfaces in the work area and within 2 feet of the work area.
- Clean walls starting from the ceiling and working down with either a HEPA vacuum or damp cloth.
- When vacuuming carpets and rugs, use a HEPA vacuum equipped with a beater bar. Thoroughly vacuum in back and forth along the rug for the first pass. Perform a second pass with the vacuum in the direction perpendicular to the first pass with the vacuum.
- Wipe all hard surfaces and objects in the work area (soft surfaces such as carpet and upholstery need to be vacuumed) with a damp disposable cloth.

- Use disposable wet mop heads to mop floors that are not carpeted.
 - If using a reusable mop, keep wash water separate from rinse water, for example, use a two-bucket or wet mopping system. Dispose of mop water in a toilet. Never dump water down a storm drain or on the ground.
- The final cleaning should be done using wet disposable mop heads and rags. Clean until a new wet disposable cloth can be run across all the surfaces and not appear soiled.

Final Cleaning Check (Cleaning Verification) – Interior

- The Lead-Safe RRPM Supervisor, RRPM Firm – Landlord, or UCCO must do a visual inspection for dust, debris or residue.
 - If dust, debris or residue is found, re-clean the area using disposable wet mops and rags and do another visual inspection.
 - Wipe uncarpeted floors and countertops with a wet disposable cleaning cloth.
 - Wipe floors using a wet disposable mop head. Change to a new disposable mop head if mop head dries out.
- Perform cleaning verification
 - Divide surfaces greater than 40 square feet into roughly equal sections. Wipe each section separately with a new wet disposable white cleaning cloth. To pass, each separate cloth must match or be whiter than the cleaning verification card.
 - Wipe each windowsill in the work area separately with a new wet disposable white cleaning cloth. To pass, each separate cloth must match or be whiter than the cleaning verification card.
 - If the cloth used to wipe any windowsill or surface is darker than the cleaning verification card, clean the area again. Wait until the area is dry and wipe again using a new wet disposable white cleaning cloth.
- Remove posted warning signs only after the area passes visual inspection and the area passes post-renovation cleaning verification.

Final Cleaning Check (Cleaning Verification) – Exterior

- The Lead-Safe RRPM Supervisor, RRPM Firm – Landlord, or UCCO does a visual inspection for dust, debris or residue on surfaces in and around the work area, including windowsills and the ground.
- Eliminate any dust, debris or residue found and do another visual inspection.
- Remove posted warning signs only after the area passes a visual inspection.

Dust Clearance Testing (Optional)

The building owner may request that, at the end of an RRPM job, a Vermont-licensed Lead Inspector or Lead Inspector-Risk Assessor is hired to collect dust samples to confirm the jobsite has been cleared of lead dust.

- Dust clearance samples are collected by a Vermont-licensed Lead Inspector or Lead Inspector-Risk Assessor.
- The RRPM contractor is required to re-clean the work area until dust clearance sample results are below clearance standards.

Recordkeeping

You must keep records of RRPM activities for six years after the work has been completed. Be prepared to share these records with the Vermont Department of Health if requested.

Pre-Renovation Information Distribution Records

You must keep records of proof that you notified property owners or residents before each RRPM project began. These records must include **one** of the following:

- Signed and dated written or electronic acknowledgements from owner(s) and tenant(s) that they received informational materials before the work began
- Certifications of attempted delivery
- Certificates of mailing from the post office

Records of Lead-Safe Work Practices

You must keep records that show your firm used lead-safe work practices, including documents that show that:

- A licensed Lead-Safe RRPM Supervisor was assigned to the project, and copies of their licenses and training certificates. If the project was performed by a UCCO or RRPM Firm – Landlord, copies of their certificate or license.
- The assigned supervisor provided training for all on-the-job and unlicensed workers doing RRPM work on the project including training on (UCCOs and RRPM Firm – Landlords cannot perform on-the-job training):
 - Posting warning signs
 - Setting up plastic containment barriers

- Maintaining containment
- Working wet and avoiding the spread of dust to adjacent areas
- Waste handling
- Post-renovation cleaning
- The UCCO, RRPM Firm – Landlord or assigned supervisor did all of the work themselves, or that a licensed Lead-Safe RRPM Supervisor directed on-the-job workers who used all [required work practices](#).
- There was post-renovation cleaning verification. You will need to describe the results and the number of wet and dry cloths used.
 - Disposal of lead waste following Vermont's [Solid Waste Management Rules](#) or [Hazardous Waste Management Regulations](#).

Records of Exemptions (if applicable)

Your building may qualify for an exemption from the Vermont Regulations for Lead Control, including Inspection, Repair and Cleaning Practices. To qualify, you must:

- Have a Vermont-licensed consulting company test your property for lead-based paint and stains and submit their report to the Health Department.
- If approved, you will get a letter from the Health Department stating that the building is fully or partially exempt from the lead regulations.
 - If the building is partially exempt, the letter will list the exempt building components.
 - **Keep the letter to show that your building is exempt from the lead regulations.**

Learn more about building exemptions at HealthVermont.gov/alrp#exemption.

Supply List

Personal Protective Equipment (PPE):

- Change of clothes or disposable suit (a disposable suit/coverall that has a hood is recommended)
- Change of shoes or shoe covers
- Gloves
- Eye protection
- Disposable respirator (N100 or N95) or other respirator that meets the NIOSH requirements (99.97% filtration efficiency against solid and liquid aerosols including lead).

Hand Washing

- Access to a sink or portable handwash station
- Disposable wet wipes

Containment Setup:

- Plastic sheets or other impermeable material (at least 6-mil thick recommended)
- Tape (masking, duct or painters)
- Stapler
- Utility knife or scissors
- Lead Warning Sign(s)
- Barrier tape, rope or fencing
- Cones or stakes
- Rigid framing material for vertical containment (optional)

Other Supplies:

- Spray/misting bottle(s) or pump sprayer
- Tack pads (large, sticky pads that help remove dust) (optional)

Cleanup:

- Cleaning verification card
- Disposable cleaning wipes
- All purpose cleaner
- Disposable wet mop and pads (Example: Swiffer)
- Mop and two buckets (if using traditional mopping method)
- High-Efficiency Particulate Air (HEPA) vacuum
- Beater bar (if cleaning carpet)
- Heavy duty trash bags