

Important: A completed original alteration package & required documents with checks must be submitted to the Management Office. Incomplete Alteration Agreements will be returned.

ALTERATIONS CHECKLIST

- Details of work being performed. Shareholder & Contractor's signature required.
 - Bath Fitter renovations are **not** permitted.
 - **Walk in Showers: Depth of the shower stall must be no less than 6 inches.**
(see Superintendent for explanation)
 - Contracting license, liability insurance for \$2,000,000, workers comp (NYC).
 - Lead Paint Certification. Licensed in NY State.
 - Plumbing license, liability insurance for \$2,000,000, workers comp (NYC).
 - Electrical license, liability insurance for \$2,000,000, workers comp (NYC).
 - Homeowners insurance – Homeowner's Insurance policy and/or Umbrella liability insurance for \$1,000,000.
 - **2 Checks –**
 - **\$1,000.00 – Deposit**
 - **\$200.00 – Processing fee**
 - Failure to submit the required documentation and get approval prior to commencing work will result in a \$1,500.00 fine being levied against the shareholder's account. There will be no exceptions to this rule.
 - After completion of the work, please contact the Maintenance Dept. (718-767-6200) to arrange an inspection to begin the deposit refund.
-
- All air conditioners must be installed by the Maintenance Department.
 - 80% carpeting rule in all rooms with the exception of the bathroom and kitchen
 - No floor covering of any kind can be placed over the terrace floor.
 - No drilling or nailing into the terrace walls or ceiling.
 - No drilling or nailing into the window sashes or frames.

LE HAVRE OWNERS CORP.

168-68 9th Avenue, Whitestone, N.Y. 11357

ALTERATION AGREEMENT

Date: _____

Shareholder Name: _____ Bldg#/Apt# ___ / ___ Contact # _____

Enclosed is the alteration agreement you requested. Please complete the alteration agreement and return it to the Management Office so that your request can be processed. **Incomplete alteration agreements will be returned.**

“The proposed work will not exceed 120 days.”

Please remember to include the following:

1. Two checks: \$200.00 alteration fee and \$1,000.00 refundable security deposit. Checks **made payable to Le Havre Owners Corp.** The shareholder is responsible for contacting the Maintenance Dept. at 718-767-6200, upon completion of work to set up an appointment with the Superintendent to have a final inspection done so that your deposit refund process can begin. The refund will take 7-10 business days for completion.
2. Liability and Workmen's Compensation Insurance Certificates for the contractor must be submitted and state the following:
Additional Insured: Le Havre Owners Corp, and Shareholder's name with respect to work performed in _____ at _____, Whitestone, N.Y. 11357.
Apt. # Address
Minimum amounts of \$1,000,000/\$2,000,000 bodily injury and property damage. Certificates of Insurance confirming such coverage must be furnished. Refer to the COI sample.
3. Homeowners Insurance with \$1,000,000 minimum liability during the alteration period.
4. The scope of work/proposal on contractor's letterhead specifying the work to be done. The proposal must be signed by both the contractor and the shareholder. Proper documentation of licensing and insurance is required. **All contractors must be lead certified in NYS.**
5. Signed Indemnification Agreements.

Alterations are allowed Monday-Friday between 8:30AM-4:00PM. **Alterations are NOT allowed on weekends or holidays.** No supplies delivered after 3:30P.M.

Alterations **cannot begin until** you have been notified by the superintendent that your project has been approved and a meeting between the Superintendent, Shareholder and the contractor(s) has been set up.

Contractors are not allowed to park in residents parking space or obstruct residents entering/exiting their parking spots.

If you have any questions, please contact the Superintendent at the Maintenance Department (718-767-6200).

Hard Wood / Floating or Tiled Flooring Installation:

At a Board of Directors meeting on September 21, 2016, the Board voted to add the following requirement with regards to laminated or engineered flooring.

When installing either of the above floor types, shareholders are required to install a ¼" cork underlayment. Any shareholder installing either of these floor types must make an appointment to have the maintenance department inspect the cork underlayment after it has been installed and before installing the top layer of flooring. If the shareholder fails to have the underlayment inspected by maintenance, he or she will be required to remove the top layer of flooring so that an inspection can be conducted of the cork underlayment. If the underlayment does not meet the co-op's specifications, it will have to be removed at the shareholder's expense.

An Alteration Agreement must be filed with Management for all flooring work. No air-powered tools or pneumatic jackhammers or electrical hammer equipment can be used (flooring may NOT be nailed down). Please be advised that after installing a hardwood, floating or tiled floor you are still required, as per the House Rules of Le Havre, to cover 80% of your apartment with carpeting and noise reducing padding underneath. Only the kitchen and bathroom are EXEMPT from this rule. The living room, dining area, entranceway, hallway and bedrooms should all have full coverage with padding. Floating floors must have ultra-quiet padding installed underneath. In the event that you tile your floors, please save extra tiles in case emergency repairs need to be carried out later on.

Please note the 80% carpeting rule applies to all floors, i.e. hardwood, floating floors, etc.

****If you are using chemicals to finish flooring, you MUST use an exhaust fan****

PLEASE REMEMBER TO SAVE EXTRA WALL AND FLOOR TILES FOR FUTURE USE

I signify my agreement with the aforementioned conditions by signing in the space provided on the following page:

Signature: _____

Date: _____

Print Name: _____

B # _____ / Apt. # _____

Please return all copies to:

Le Havre Owners Corporation
168-68 9th Avenue
Whitestone, NY 11357

This agreement is to be completed by the shareholder and must be submitted to the Management Office of Le Havre Owners Corp.

Date: _____

Proposed alterations (please attach additional pages or documentation as appropriate):

(Only work described will be considered by management for approval).

As shareholder of Bldg#____ Apt#____ at Le Havre Owners Corp., I hereby request permission to undertake the work described above. If such permission is granted, I agree to abide by the following conditions:

1. That the proposed work is described in complete detail in the space provided above at the time of submitting this alteration agreement. In the event any damage is done to the common elements of the property during the work, or any part of this agreement is not complied with, management reserves the right to retain the security deposit as consideration of the violation. If this occurs, all work must cease until such time as the requirement is met. Management further reserves the right to bill the shareholder if the cost of damage sustained is above the \$1,000.00 amount held as deposit. Such sums shall be considered additional maintenance charges as provided in the Proprietary Lease.

NOTE: Should shareholder deviate from the proposed job/scope of work without prior consent of management, a fine as well as a penalty will be imposed by management. Work commencing prior to receiving approval from the Superintendent, will incur a \$1,500.00 fine.

2. Under **no circumstances** will any work be performed on the weekends or holidays. Work will **only** be performed Monday – Friday, **8:30AM - 4:00PM.**
3. Contractors must be able to communicate with Management and Staff.
4. **Building hallway carpet must always be protected with Masonite during the work hours.**
5. **Bath Fitters are not permitted.**
6. The proposed alteration(s) will be completed within **120** days after approval has been granted. The duration of the proposed work **will not exceed 120 days. *If additional time is required, the applicant must file for an extension 5 days prior. If work exceeds 120 days, an administrative charge of \$50.00 per day will be applied.***

1. All work will be done in such a manner so as not to interfere with the operation of regular building services. All precautions will be taken to prevent dirt and dust from permeating other parts of the building during the progress of the alteration. Garbage will be removed promptly from the premises at shareholders' expense by licensed carters. If the elevator is to be used to move garbage, materials, equipment, supplies, etc., the maintenance department will be notified in advance in order to install protective padding and to arrange a time when use of the elevator is least likely to inconvenience other occupants of the building.
2. For the duration of this alteration, shareholder or the contractor(s) will be covered by Workman's Compensation and by liability insurance in which Le Havre Owners Corp., and the shareholders name is added as additional insured. Minimum amounts are \$1,000,000/\$2,000,000 bodily injury and property damage. Certificates of insurance confirming such coverage, **must be furnished**.
3. The shareholder agrees to indemnify Le Havre Owners Corp, Board of Directors, Management, its agents, its shareholders, tenants, and occupants of all apartments against any damage to persons or property suffered as a result of the work performed hereunder, or any liability whatsoever in connection therewith, whether or not caused by negligence. I agree to reimburse the building and its agent for any expenses (including, without limitation, attorney fees, and disbursements) incurred because of such claims.
4. The shareholder will take such protective measures as may be necessary to ensure that the building is not damaged. In the event of such damage, I will assume the full cost of repairs of quality and craftsmanship at least equal to the original condition.
5. It is understood that in granting this conditional permission, Le Havre Owners Corp., makes no representation as to the design, feasibility, or efficiency of the proposed alterations. Shareholder assumes all risks of damage to the building and its mechanical systems, and to persons and property in the building which may result from or be attributable to the work being performed hereunder, and that I assume all responsibility for the maintenance repair of any alterations and installations after completion. The responsibility covers all work, whether structural, plumbing, and other equipment and appliances installed or altered pursuant hereto. If the operation of the building or any of its equipment is adversely affected by the work, I shall promptly remove the cause of the problem and effect the complete restoration of the affected aspect of the building or its equipment.
6. The shareholder agrees to indemnify and hold Le Havre Owners Corp. harmless from any mechanics liens or material liens in connection with the proposed work. Shareholder agrees to remove lien within fifteen (15) days. Nothing in this agreement is intended to constitute a consent by Le Havre Owners Corp. to the subjection of its interest, or any interest in the apartment, the building, or the land on which the building is located, to any lien or claim by any person which supplies any work, labor, material, services, or equipment to me or on my behalf in performing the proposed alteration.
7. It is understood that in granting this conditional permission under the terms of this letter of agreement, the By-Laws of the Building are in no way modified and remain in full force and effect.

8. The Corporation shall have the right from time to time, and as often as it deems necessary, to inspect or observe the work, and for this purpose the Shareholder shall provide access to the apartment to the Superintendent or any other person the Corporation may authorize. Such inspections may be made without notice to the shareholder at any time when the shareholder his/her representative, a permitted occupant, or workers are present in the apartment. The Corporation's failure to inspect shall not be considered a waiver of the shareholder's obligation to comply with this agreement.
9. The shareholder shall not interfere with the building's intercom, gas, electricity, heating, air-conditioning or plumbing system or any other building system or service. The shareholder shall not penetrate any exterior wall of the building.
10. The shareholder shall insure that all water, steam, gas, and other valves remain accessible during the alteration and after the completion of the work. If any valve is enclosed in violation of this agreement, then the Corporation may require the shareholder, at the shareholder's expense, to promptly remove such enclosure.
11. The shareholder shall not allow the hallways, sidewalks, or other public areas in or around the buildings to be used for storage of materials or debris. The shareholder shall cause its contractor to take all precautions necessary to prevent damage to the hallway carpeting, wall coverings and all other finishes in the building hallways, elevators, and other common areas.
12. The shareholder(s) shall maintain functioning fire extinguishers and smoke alarms in the apartment throughout the prosecution of the work. Shareholder shall insure that the work does not block access to any fire exits in the building.
13. This agreement may not be changed orally and shall be binding.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Broker/Agent Name and Address	CONTACT NAME: Broker Contact Information	
	PHONE (City, St., Zip)	FAX (City, St., Zip)
INSURED Contractors Name and Address	ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LT#		ENDORSEMENT		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000.00
	COMMERCIAL GENERAL LIABILITY					CLAIMS TO RENTEN \$ 100,000.00
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR					PHYSICAL DAMAGE (Each occurrence) \$ 100,000.00
						ADV EXP (Any one person) \$ 100,000.00
B	AUTOMOBILE LIABILITY					PERSONAL & ADV INJURY \$ 1,000,000.00
	ANY AUTO					GENERAL AGGREGATE \$ 1,000,000.00
	ALL OWNED AUTOS					PRODUCTS - COMP/OP AGG \$ 1,000,000.00
	HIRER AUTOS					
C	UMBRELLA LIAB					COMBINED SINGLE LIMIT (Each Occurrence) \$ 1,000,000.00
	EXCESS LIAB					BOODLY INJURY (Per person) \$
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR					BOODLY INJURY (Per accident) \$
	DED RETENTIONS					PROPERTY DAMAGE (Per person) \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					EACH OCCURRENCE \$ 2,000,000.00
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory in HI)					AGGREGATE \$ 2,000,000.00
	Y/H <input type="checkbox"/> N/A <input type="checkbox"/>					
	DESCRIPTION OF OPERATIONS below					
E	DISABILITY INSURANCE					STATUTORY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

WORK PERFORMED AT LE HAVRE OWNERS CORP. 168-88 9TH AVENUE, WHITESTONE, NY 11357, IS AN ADDITIONAL INSURED PURSUANT TO THE CONTRACT WITH (CONTRACTORS INFORMATION HERE)

MUST ALSO INCLUDE THE SHAREHOLDERS COMPLETE NAME AND COMPLETE ADDRESS, INCLUDING APARTMENT # AS ADDITIONAL INSURED

CERTIFICATE HOLDER	CANCELLATION
LE HAVRE OWNERS CORP. 168-88 9TH AVENUE WHITESTONE, NY 11357	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE BROKERS REPRESENTATIVE

LE HAVRE OWNERS CORP.168-68 9th Avenue, Whitestone, N.Y. 11357**Consent and Notice to Proceed**

Date: _____

Shareholder: _____

Address: _____

Dear Shareholder:

We have reviewed the Alteration Agreement dated _____ submitted by you in connection with your proposed alterations of the apartment. The Corporation hereby consents to the proposed work reference in the Alteration Agreement and specified in the Scope of Work. All of the plans submitted by you and approved by the Superintendent, which sets forth the work, shall be initiated by you and the Superintendent. The consent is not effective until such plans are fully initiated and have been delivered to the Corporation. Further, this consent is subject to all the terms, conditions and provisions contained in the Lease and Alteration Agreement.

This consent is conditioned upon the commencement of the work, no later than (date) _____, and the completion, no later than (date) _____ (Required Completion Date). This deadline is material to our consent, and we have relied upon the representation by you in giving you the consent to proceed.

This consent is not a consent to any alterations other than those included in the plans. Any deviation from the plans, or additional alterations must be consented to in writing by an authorized person of the Corporation.

Reminder: You must be in compliance with all pre-conditions set forth in the above paragraphs and Alteration Agreement between us, including, but not limited to, the insurance requirements prior to the commencement of the work.

Superintendent

I signify my agreement with the foregoing conditions by signing in the space provided below:

Shareholders Signature

Contractors Signature

Print Name

Print Name

/_____
Bldg. Apt.#

Work Commencement Superintendent Approval: _____

Date: _____

Work Completion Superintendent Approval: _____

Date: _____

THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT

WARNING
LEAD WORK AREA
POISON
NO SMOKING
OR EATING

CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



1-800-424-LEAD (5323)
epa.gov/getleadSAFE
EPA-740-K-10-001
Revised September 2011



This document may be purchased through the U.S. Government Printing Office online at bookstore.gpo.gov or by phone (toll-free): 1-866-512-1800.

Important lead hazard information for families, child care providers and schools.



IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.



WHO SHOULD READ THIS PAMPHLET?

This pamphlet is for you if you:

- Reside in a home built before 1978.
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978.

You will learn:

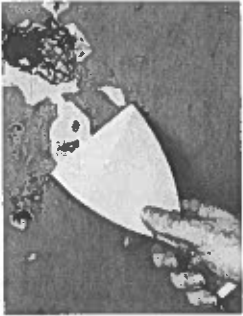
- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the job is done.
- Where to get more information about lead.

This pamphlet is not for:

- **Abatement projects.** Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information.
- **"Do-It-yourself" projects.** If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at 1-800-424-LEAD (5323) and ask for more information on how to work safely in a home with lead-based paint.
- **Contractor education.** Contractors who want information about working safely with lead should contact the National Lead Information Center at 1-800-424-LEAD (5323) for information about courses and resources on lead-safe work practices.



RENOVATING, REPAIRING, OR PAINTING?



- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
 - Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
 - Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
 - Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.
-

LEAD AND YOUR HEALTH

Lead is especially dangerous to children under six years of age.

Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.

Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.



What should I do if I am concerned about my family's exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at epa.gov/lead/pubs/leadinfo or call 1-800-424-LEAD (5323).

There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.

WHERE DOES THE LEAD COME FROM?

Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

Home renovation creates dust.

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

Proper work practices protect you from the dust.

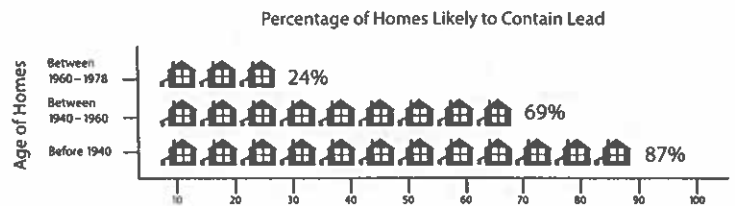
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



CHECKING YOUR HOME FOR LEAD-BASED PAINT



Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

You have the following options:

You may decide to assume your home, child care facility, or school contains lead. Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

You can hire a certified professional to check for lead-based paint. These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

- A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.
- A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.
- For help finding a certified risk assessor or inspector, call the National Lead Information Center at 1-800-424-LEAD (5323).

You may also have a certified renovator test the surfaces or components being disturbed for lead by using a lead test kit or by taking paint chip samples and sending them to an EPA-recognized testing laboratory. Test kits must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

FOR PROPERTY OWNERS

You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

- You can verify that a contractor is certified by checking EPA's website at epa.gov/getleadSAFE or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.
- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes built before 1978, and speak to each personally.

Always make sure the contract is clear about how the work will be set up, performed, and cleaned.

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with regulatory and contract requirements.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If you are concerned about lead hazards left behind after the job is over, you can check the work yourself (see page 10).



PREPARING FOR A RENOVATION

The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



DURING THE WORK

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination.

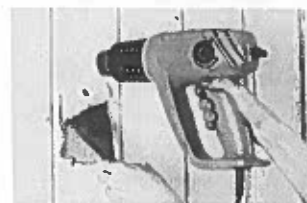
The work practices the contractor must follow include these three simple procedures, described below:

1. **Contain the work area.** The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:
 - Cover the floors and any furniture that cannot be moved.
 - Seal off doors and heating and cooling system vents.
 - For exterior renovations, cover the ground and, in some instances, erect vertical containment or equivalent extra precautions in containing the work area.

These work practices will help prevent dust or debris from getting outside the work area.

2. **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.



There is no way to eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them.

3. **Clean up thoroughly.** The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:

- Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
- Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.

FOR PROPERTY OWNERS: AFTER THE WORK IS DONE

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead-dust hazards.

Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

What is a lead-dust test?

• Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

How and when should I ask my contractor about lead-dust testing?

- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at epa.gov/lead/pubs/locate or contact the National Lead Information Center at 1-800-424-LEAD (5323).
- If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.
- You may do the testing yourself. If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the laboratory for analysis. Contact the National Lead Information Center for lists of EPA-recognized testing laboratories.



FOR ADDITIONAL INFORMATION

You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at 1-800-424-LEAD (5323) or epa.gov/lead/nlic can tell you how to contact your state, local, and/or tribal programs or get general information about lead poisoning prevention.

- State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.

- Local building code officials can tell you the regulations that apply to the renovation work that you are planning.

- State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.

The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at epa.gov/lead/pubs/brochure

- Steps to Lead Safe Renovation, Repair and Painting.
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

EPA CONTACTS

EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards.

Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at epa.gov/lead.

Region 1
(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
Suite 1100
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Region 2
(New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3
(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA
19103-2029
(215) 814-5000

Region 4
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(404) 562-9900

Region 5
(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5
77 West Jackson Boulevard
Chicago, IL 60604-3507
(312) 886-6003

Region 6
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue,
12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7
(Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7003

Region 8
(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop Street
Denver, CO 80202
(303) 312-6312

Region 9
(Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-8021

Region 10
(Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1200

OTHER FEDERAL AGENCIES

CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

CPSC
4330 East West Highway
Bethesda, MD 20814
Hotline 1-(800) 638-2772
cpsc.gov

CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

CDC Childhood Lead Poisoning Prevention Branch
4770 Buford Highway, MS F-40
Atlanta, GA 30341
(770) 488-3300
cdc.gov/nceh/lead

HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted housing, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

U.S. Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
HUD's Lead Regulations Hotline
(202) 402-7698
hud.gov/offices/lead/



SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

- I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant

Signature of Owner-occupant

Signature Date

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery

Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.