



# RENOVATION SETUP, ONGOING WORK PRACTICES, JOB BREAKDOWN AND CLEANING PROTOCOL CHECKLIST

## Project Information:

Assigned Project Lead Carpenter: \_\_\_\_\_

Customer Name(s): \_\_\_\_\_

Location of Renovation: \_\_\_\_\_ Start Date of work: \_\_\_\_\_

\_\_\_\_\_ End Date of work: \_\_\_\_\_

Brief Description of Renovation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Worker Information:

Name(s) of other workers on job site:  N/A \_\_\_\_\_

\_\_\_\_\_

Documentation of training on company's RENOVATION SETUP, ONGOING WORK PRACTICES, JOB BREAKDOWN AND CLEANING PROTOCOL CHECKLIST for all assigned employees was kept on site during renovations? Yes \_\_\_\_\_ No \_\_\_\_\_

## Confirmation of Work Practices as Follows:

- |   |   |
|---|---|
| <input type="checkbox"/> All workers performing renovation activities on site were trained by company on the renovation work practices/protocols to be performed        | <input type="checkbox"/> HVAC ducts in the work area were closed and covered (interiors) <input type="checkbox"/> N/A   |
| <input type="checkbox"/> Warning/keep-out signs posted at entrance to work area. (Interior and/or Exterior)   | <input type="checkbox"/> Windows in the work area were closed (interiors) <input type="checkbox"/> N/A  |
| <input type="checkbox"/> The work area was contained to limit and define the work area separate of the rest of the unit/space, and to prevent spread of dust and debris | <input type="checkbox"/> Windows in and within 20 feet of the work area were closed (exteriors) <input type="checkbox"/> N/A  |
| <input type="checkbox"/> Vertical containment was used:<br>Interiors <input type="checkbox"/> N/A -- Exteriors <input type="checkbox"/> N/A                             | <input type="checkbox"/> Doors in the established work area were closed and sealed (interiors) <input type="checkbox"/> N/A   |
| <input type="checkbox"/> All objects in the work area were removed or covered (interiors) <input type="checkbox"/> N/A  | <input type="checkbox"/> Doors in and within 20 feet of the work area were closed <u>or</u> sealed (exterior) <input type="checkbox"/> N/A  |
| <input type="checkbox"/> All objects in the work area were removed or covered (exteriors) <input type="checkbox"/> N/A  | <input type="checkbox"/> Doors that were used in the work area were covered to allow passage but prevent spread of dust and germs (interior and/or exterior) <input type="checkbox"/> N/A |
|   | <input type="checkbox"/> Floors in the work area were covered with taped down plastic (interiors) <input type="checkbox"/> N/A  |

If necessary or required, vertical containment was installed to prevent migration of dust and debris to adjacent property(s) (exteriors)  N/A

Waste was contained on-site each day and while being transported off-site

## **Cleaning and Cleaning Confirmation for Interior Renovations:**

Did this project include interior renovations? Yes \_\_\_\_\_ No \_\_\_\_\_

### **If you answered yes to the previous question, answer the following questions:**

After the renovations were completed, the assigned Lead Carpenter performed a visual inspection to verify that all debris were collected and sealed in a heavy-duty bag(s). Yes \_\_\_\_\_ No \_\_\_\_\_

Under supervision of the assigned Lead Carpenter, working from the top down, all protective sheeting was misted with water, removed, properly sealed and disposed of as waste? Yes \_\_\_\_\_ No \_\_\_\_\_

Under supervision of the assigned Lead Carpenter, all objects and surfaces in the established work area and within two feet of the work area were cleaned in the following manner:

Walls were cleaned starting at the ceiling and working down to the floor, including vacuuming with a HEPA vacuum and wiping with a disinfecting wipe/cloth. Yes \_\_\_\_\_ No \_\_\_\_\_

All remaining surfaces and objects in the work area were thoroughly vacuumed, including furniture and fixtures, with a HEPA vacuum. Yes \_\_\_\_\_ No \_\_\_\_\_

All remaining surfaces and objects in the work area were wiped, except for carpeted or upholstered surfaces, with a disinfecting wipe/cloth. Yes \_\_\_\_\_ No \_\_\_\_\_

Uncarpeted floors were mopped thoroughly using a wet disinfecting mopping system. Yes \_\_\_\_\_ No \_\_\_\_\_

Carpeted floors and, or rugs were cleaned by vacuuming with a HEPA vacuum. Yes \_\_\_\_\_ No \_\_\_\_\_  
N/A \_\_\_\_\_

Did the Assigned Lead carpenter perform company's post renovation cleaning verification protocol? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Only if you answered yes to the previous question, answer the following questions in this section:**

The assigned Lead Carpenter performed a visual inspection to verify that no dust, debris or residue was present before beginning company's post renovation cleaning verification protocol? Yes \_\_\_\_\_ No \_\_\_\_\_

The assigned Lead Carpenter wiped all uncarpeted floors (maximum of 40 square feet per cloth), countertops, and windowsills within the work area with a wet disposable disinfecting cleaning cloth. Yes \_\_\_\_\_ No \_\_\_\_\_  
N/A \_\_\_\_\_ (If yes, answering next question is required)

Number of wet clothes used for post renovation cleaning verification protocol: \_\_\_\_\_

## **Cleaning and Cleaning Verification for Exterior Renovations:**

Did this project include exterior renovations? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Only if you answered yes to the previous question, answer the following questions in this section:**

Under supervision of the assigned Lead Carpenter, after the renovations were completed, working from the top down, all protective sheeting was misted with water, removed, properly sealed and dispose of as waste?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

The assigned Lead Carpenter performed a visual inspection to verify that all dust and debris were collected, and sealed in a heavy-duty bag(s). Yes \_\_\_\_\_ No \_\_\_\_\_

All customer accessible surfaces and objects in the work area were wiped, except for carpeted or upholstered surfaces, with a disinfecting wipe/cloth. (\*\*\*)Accessible based on normal/typical use of area where work was performed) Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**I certify that all the above information is true and complete.**

Assigned Lead Carpenter: \_\_\_\_\_ Date of verification: \_\_\_\_\_

Title: \_\_\_\_\_