

RISK ASSESSMENT / LEAD INSPECTION REPORT COMPLIANCE CHECK LIST

REQUIREMENTS	REFERENCE	
Title Page		
Date of assessment/inspection	R325.99403 LI; R325.99404 RA; HUD 2012; 5-90, 7-32	
Address of each building	R325.99403 LI; R325.99404 RA; HUD 2012; 5-90, 7-33	
Apartment number(s)	R325.99403 LI; R325.99404 RA; HUD 2012; 5-90, 7-33	
Name, address, phone number of the owner(s) and each building manager	R325.99403 LI; R325.99404 RA; HUD 2012 5-90, 7-33	
Name and certification number of risk assessor and/or lead inspector conducting testing	R325.99403 LI; R325.99404 RA; HUD 2012; 5-90, 7-33	
Name, address and phone number of the company employing the risk assessor/inspector	R325.99403 LI; R325.99404 RA; HUD 2012; 5-90, 7-33	
Table of Contents	R325.99403 LI; R325.99404 RA; HUD 2012 5-90	
Definition of a Risk Assessment and why it was performed	HUD 2012; 5-90	
Owner responsibility regarding the Federal Lead-Based Paint Disclosure Rule and lessees and potential buyers	HUD 2012; 7-34, 7-35, 5-86	
Lead poisoning prevention education	HUD 2012; 5-86	
Executive Summary		
Plain language conclusion section is designed to provide easy identification of all lead hazards (or lead paint) located near the front of the report. This section includes the following: <ul style="list-style-type: none"> • Results of any environmental sampling that denote positive for lead paint, grouped by sampling methodology (LI) • Results of any environmental sampling that denote a lead hazard, grouped by sampling methodology (RA) • Applicable comparison standards • Units of measurement • Stand-alone description of each sampling location/component 	R325.99403 LI; R325.99404 RA; HUD 2012; 5-111; 5-112, 7-33	
Description of location, type and severity of identified lead hazards and any potential hazards; Locations of identified hazards of paint and soil must be unambiguous; the identification system is clear	R325.99404 RA; HUD 2012, 5-23, 5-94	

Description of hazard control options for each identified hazard or potential hazard and suggested prioritization to address each. If encapsulation or enclosure is listed, then a maintenance/monitoring schedule for encapsulation or closure should be included	R325.99404 RA HUD 2012; 5-85, 5-86, 5-87; 5-92; 5-93	
Results of the inspection appropriate to the sampling method used	R325.99403 LI; HUD 2012, 7-33	
Testing method, sampling procedure and results of on-site paint analysis, including quality control data	R325.99403 LI; R325.99404 RA HUD 2012; 7-33	
Specific location of each painted component tested	R325.99403 LI; R325.99404 RA; HUD 2012; 7-33	
Paint condition listed as intact or deteriorated	HUD 2012; 5-49	
XRF data tables classified into all positive results	HUD 2012; 7-33, 7-34	
Serial number, manufacturer and model number of XRF	R325.99403 LI; R325.99404 RA; HUD 2012, 5-94, 7-33	
Name, address, and phone number of each NLLAP-recognized laboratory conducting analyses of collected samples	R325.99404 RA; HUD 2012; 5-90, 7-33	
Any other sampling results	R325.99404 RA; HUD 2012, 5-94	
Site Information		
Date of construction of subject building(s)	R325.99403 LI; R325.99404 RA; HUD 2012; 5-90, 7-33	
Results of the visual inspection	R325.99404 RA	
Results of visual assessment of paint and soil; locations of deteriorated paint and bare soil	HUD 2012; 5-94, 5-102	
A paint condition form is in the report (visual inspection) that includes the paint condition, probable cause of deterioration, large or small area, if a friction or impact surface, and if teeth marks are present	HUD 2012; 5-102	
Background information regarding the physical characteristics of residential dwelling or facility and occupant use patterns that may cause lead exposure to young children <ul style="list-style-type: none"> • Questionnaire results • Building condition survey 	R325.99404 RA; HUD 2012, 5-94, 5-99, 5-100, 5-101	
Results of previous inspection or analyses for lead paint or previous assessment for lead hazards	R325.99404 RA; HUD 2012, 5-94	
If multi-family, describe unit selection process and common area sampling	HUD 2012; 5-94	
Ongoing Monitoring and Re-evaluation		
Ongoing monitoring and re-evaluation schedule/protocol	HUD 2012; 5-93 thru 5-98	
Signature Page		
Name, signature and certification number of risk assessor and/or lead inspector conducting testing	R325.99403 LI; R325.99404 RA; HUD 2012; 5-90, 7-33	

Appendices		
Site plan and floor plans included; north direction arrow	HUD 2012; 5-94, 5-20, 7-33	
Floor plan includes sides, walls, large components (doors/windows)	HUD 2012; 5-94	
Floor plan includes location where dust wipes were taken	HUD 2012; 5-104	
Floor plan identifies rooms by number and function, (e.g., Room #4 - living room)	HUD 2012; 5-23, 7-23	
Site plan shows all detached outbuildings, fences, areas of bare soil in excess of 9 sq ft., children play areas, soil sample locations	HUD 2012; 5-21 thru 5-23	
XRF data tables classified as <u>all</u> testing results, including calibration check readings	HUD 2012; 7-33, 7-34	
Report includes the XRF Performance Characteristic Sheets	HUD 2012 Appendix 8.1-24	
Representative pictures	Recommended	
Chain of custody for samples completed accurately	HUD 2012; 5-104, 5-106	
Glossary of lead-related terms used in the report	HUD 2012; 5-91	
Reporting Requirements		
Report was provided not later than 20 business days after completion of the lead inspection and/or risk assessment (when all field data has been received)	R325.99103 Recordkeeping	
Copy to building owner; copy to person who contracted for the LI and/or RA service, if different	R325.99103 Recordkeeping	
Reported lead identification activity by 15th of following month	R325.99408 Notifications	
Written disclosure of any affiliation between the inspector/assessor and the person(s) who conduct lead abatement on subject property, if abatement is scheduled	R325.99404 RA	

This checklist is not intended to be an all-inclusive list. Complying with this list does not guarantee that a certified Lead Inspector or Risk Assessor will not receive a violation as a result of an enforcement inspection. Inspections will utilize Michigan's Act, corresponding Rules, ASTM standards and interpretive guidance from HUD, EPA and MDCH to determine compliance. The Michigan Department of Community Health reserves the right to modify this compliance check list without prior notice.