

# City of Memphis

## Division of Housing and Community Development

### Lead Hazard Reduction Grant Program



#### REQUEST FOR PROPOSAL: LEAD DUST CLEARANCE INSPECTIONS

PROPOSAL NUMBER: 2020-002  
DATE ISSUED: January 13, 2020

RFP Proposal- Open Submittal period of performance for these activities is 42 months  
(January 2020 - July 2023)

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# REQUEST FOR QUALIFICATIONS – ENVIRONMENTAL FIRMS

## INTRODUCTION

### Overview

This Request for Proposals (“RFP”) is being issued by the City of Memphis- Division of Housing and Community Development- Lead Hazard Reduction Grant Program (LHRG) in its capacity to act as manager of the HUD’s Office of Lead Hazard Control and Healthy Homes funds. The purpose of this notice is to solicit proposals from Lead Environmental Firms to perform **Lead Dust Clearance** Inspections in accordance with HUD, EPA and State guidelines.

Companies with demonstrated experience in performing these types of services and possess and interest making their services available to the LHRG Program are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent and each of its members, if a joint venture, its employees, agents or subconsultants of any tier shall be competent to perform the services required under this RFP document.

The City is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation

Nothing in this RFP shall be construed to create any legal obligation on the part of the Lead Hazard Reduction Grant Program or any respondents. The LHRG Program reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the LHRG Program be liable to respondents for any cost or damages incurred regarding the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the LHRG Program for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the LHRG Program. Respondents may also withdraw their interest in the RFP, in writing, at any time, as more information becomes known.

The LHRG Program follows federal and local procurement standards, policies and procedures for procurement process. For further information on this requirement, contact the Lead Paint Program – Tavita Conway, Program Manager, Public Safety Building, 170 North Main Street, 4th Floor, Memphis, TN, 38103, and 901-636-7478.

### Programs and Time of Completion

The City of Memphis- Division of Housing and Community Development- Lead Hazard Reduction Program administers LHRG Program:

- The LHRG Program is federally funded through the Office of Lead Hazard Control and Healthy Homes. This program addresses lead hazards found in homes with children residing under the age of six (6). The environmental inspection firm is expected to perform Lead Dust Clearance Inspections on all completed projects of the program. The firm must provide a full detailed report of the findings in the format approved by HUD’s 2012 guidelines.

## Term of Contract

Award recipients implementing the City of Memphis- Division of Housing and Community Development- LHRG and the Office of Healthy Homes and Lead Hazard Control program shall follow all rules and regulations. The programs referenced above are initiatives under the U.S. Department of Housing and Urban Development (HUD). Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

## PROFESSIONAL SERVICE REQUIREMENTS

### Scope of Work

The LHRG seeks sealed proposals from qualified respondents to provide **Lead Dust Clearance Inspection** services on completed lead abatement projects located in the City of Memphis and Shelby County. Prospective firms must complete an application. The application will be reviewed by a Selection Committee and proposals will be requested from lead firms with sufficient qualifications and experience with similar work. The City seeks to secure contracts with firms who are certified with the State of Tennessee-TDEC and have lead inspector, risk assessor and certified dust sampling technician disciplines. LHRG anticipates multiple requests for services within a short timeframe. All LBP clearance tests must be performed according to the specifications described in the protocols for LBP clearance in the Housing and Urban Development (HUD) Guidelines (Second Edition, July 2012) and all applicable Federal, State, and Local regulations.

### Additional Requirements

This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and TDOT), state agency (TDEC), and any other local building codes, regulations and standards that may apply.

TDEC certified environmental Firms will be required to utilize State of Tennessee Certified individuals to conduct **Lead Dust Clearance testing** in designated housing units according to State of Tennessee Regulations and HUD Guidelines. Clearance wipe samples must be analyzed for lead by a laboratory recognized by the EPA under the National Lead Laboratory Accreditation Program (NLLAP) for analysis of lead in dust.

### Costs

LHRG will reimburse client for the services in a lump sum fee for each task of submitted. The approved client will deliver an invoice to the LHRG staff containing fees for each initial lead inspection/ risk assessment performed during the month. Client acknowledges that the fee is based upon the description of the Services, Scope of Work and the Schedule as set out in this Agreement.

**EVALUATION CRITERIA AND SCORING** In evaluating responses to this RFP, the LHRG staff will take into consideration the experience, capacity, and costs that are being proposed by the Respondent.

## **SUBMITTAL REQUIRMENTS**

Responses must be submitted via hard copy at the Lead Paint Program-Tavita Conway, Program Manager, 170 North Main Street, 4th Floor, Memphis, TN, 38103, and 901-636-7446. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12-point font, and 8.5 by 11-inch format if submitting via hard copy. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

The LHRG reserves the right to seek additional information to clarify responses to this request. Each response must include the following:

### **Letter of Interest**

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

The principal place of business and the contact person, title, telephone/fax numbers and email address.

A brief summary of the qualifications of the Respondent and team.

Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).

- The names and business addresses of all Principals of the Respondent. For purposes of this request "Principals" shall mean persons possessing an ownership interest in the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.

The Certification attached hereto at the end of this request and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

### **Threshold Requirements**

These documents must be submitted and acceptable before the City of Memphis LHRG staff will review the proposal:

- Current Business License
- Current State of Tennessee Contractor License, if applicable.
- Certificate of Insurance (COI) to include:
- General Liability Insurance policy must list the City of Memphis as the certificate holder, located at 170 North Main Street, Memphis, Tennessee 38103 with a minimum of \$1,000,000 coverage.
- Comprehensive General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor's Liability, and Broad Form Property and Damage Liability Coverage.
- Current National EPA RRP Firm/ Worker Certification
- Current State of Tennessee- TDEC Lead Abatement Firm Certification

- ❑ Current State of Tennessee- TDEC Lead Abatement Supervisor Certification
- ❑ Current State of Tennessee- TDEC Lead Abatement Worker Certification
- ❑ DUNS Registration (Must have an assigned DUNS Number to register on SAM.gov website)
- ❑ SAM.gov registration (Must receive “active” status and be assigned a CAGE Code when verified)
- ❑ Include completed MW/SBE Application
- ❑ Must be in a sealed envelope with **address** on front. Bids must be written in ink and signed (No Pencils).

### Main Proposal

Please provide the following information (this information is the main substance for the selection criteria stated under the Section A: Evaluation and Scoring):

1. Years of experience and detailed qualifications in performing the range of services on various property, please include team’s resumes of key personnel. Please provide the number of full-time and part-time employees. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFP.
2. If you engage independent contractors, how many do you intend to hire? Do you intend to cover them with workers compensation? (All independent contractors will be required to have worker’s compensation coverage and appropriate licenses, which will be the responsibility of the respondent)
3. Capacity to complete the testing of multiple structures within a short period of time. Please provide the number of properties your company has serviced in the past year. Please also provide a timeline including approximately how long it takes to complete testing, how long does it take for results to be received from lab, the length of time to generate a report.
4. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

## SELECTION PROCESS

The Selection Committee comprised of the LHRG staff will review qualifications in accordance with the evaluation criteria set forth herein and objectives and policies established through the Office of Housing and Community Development. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP.

## QUESTIONS

Questions regarding this Request should call Tavita Conway, Construction Manager @ (901) 636-7478 for discussion.

## **SUBMITTAL DUE DATE**

**RFP open period of performance for these activities is 42 months (January 2020 - July 2023)** if submitting electronically. Please keep all contents together, do not submit partial packets. Ensure all contents are included in the completed packet prior to submission, this is for both hand delivery and electronic submissions. Responses to this Request can be mailed or hand delivered to: Office of Housing and Community Development **OR** submitted electronically to Public Safety Building, 170 North Main Street, 4<sup>th</sup> Floor, Memphis, TN, 38103, and 901-636-7446, **Tavita.Conway@memphistn.gov**. Each Respondent is responsible for labeling the exterior of the sealed envelope containing:

The proposal response with the proposal number: 2020-002

Proposal name: LEAD DUST CLEARANCE INSPECTIONS

Proposal due date and time: **Open Submittal period of performance for these activities is 42 months (January 2020 - July 2023)**

**Firm's name:** \_\_\_\_\_  
\_\_\_\_\_

Hard copies must be delivered to:

Lead Hazard Reduction Grant Program

City of Memphis-HCD

Public Safety Building

170 North Main Street, 4<sup>th</sup> Floor

Memphis, TN 38103-1877

ATTN: Tavita Conway

## CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION.

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this Request submittal to the LHRG is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this request in its entirety and accepts its terms and conditions.

---

(Name of Respondent)

---

(Signature of Authorized Representative)

---

(Typed Name of Authorized Representative)

---

(Title)

---

(Date)





Division of Housing & Community Development

**CONFLICT OF INTEREST DISCLOSURE REVIEW FORM**

Program Management please review and verify the information contained in this disclosure form.

Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**TYPE OF POTENTIAL OR ACTUAL CONFLICT:**

■ Applicant's Family Member is employee  
Work in the program area?  YES  NO  
Functions/responsibilities with  
respect to program area?  YES  NO

■ Applicant is employee  
Work in the program area?  YES  NO  
Functions/responsibilities with  
respect to program area?  YES  NO

YES to any one of the above Family Member &/or Employee responses means there is a Conflict – Stop Process

■ Gifts to or from applicant?  YES  NO

■ Business Relations?  YES  NO

■ Legal Proceedings and Debarment?  YES  NO

YES to any one of the above Gifts, Business Relations, &/or Legal Proceedings and Debarment responses means there is a Potential Conflict – Send to COI Review Committee

Do not send to COI Review Committee if all of above responses are NO therefore, there is no conflict

Program Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**REVIEWED BY COI REVIEW COMMITTEE**

RECOMMENDATION of COI Review Committee:

Conflict – Stop Process  No Conflict – Continue to Process  Ask for HUD Waiver

Compliance: \_\_\_\_\_

Date: \_\_\_\_\_

Accounting: \_\_\_\_\_

Date: \_\_\_\_\_

Legal: \_\_\_\_\_

Date: \_\_\_\_\_

## REQUEST REQUIREMENTS CHECKLIST

Please provide Checklist with response to Request

- Contractor Application
- Letter of Interest
- Letter of Interest
- Certification(s)/ Lead- Based Paint Certification(s)\*
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Certificate of Insurance\*
- State Licenses and or Certifications\*
- Evidence of Financial Stability (most recent financial statements)
- Certificate to do Business with City of Memphis
- References\*
- Description of Company \*
- Capacity of Company \*
- Pricing Proposal \* (compensation of duties for Clearance Testing and Reporting)
- MBE/WBE Certification, if applicable
- Conflict of Interest Statement\*
- Lead Clearance Testing Report template
- RFP Submittal Requirements Checklist
- Section 3 Opportunity Plan



CITY OF MEMPHIS  
LEAD HAZARD REDUCTION PROGRAM  
170 NORTH MAIN ST.  
MEMPHIS, TN 38103 (901) 636-5323 (LEAD)

**CONTRACTOR APPLICATION**

Date: \_\_\_\_\_

I. FIRM IDENTIFICATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

MONTH & YEAR ESTABLISHED: \_\_\_\_\_

II. OWNERSHIP OF FIRM:

Type of Ownership? Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Is more than 50% ownership owned by a minority or female? \_\_\_\_\_

Name and address of all stockholders and/or partners:

<u>NAME. TITLE. ADDRESS</u>	<u>% OF OWNERSHIP</u>
_____	_____
_____	_____
_____	_____
_____	_____

III. MANAGEMENT (Use same format for additional management personnel)

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

MANAGEMENT OR TECHNICAL TRAINING: \_\_\_\_\_

\_\_\_\_\_

IV. As a general contracting firm, list the work the firm normally performs with its own forces:  
(Please Check) Commercial \_\_\_\_\_ Residential \_\_\_\_\_

New Construction \_\_\_\_\_ Remodeling \_\_\_\_\_ Repairs \_\_\_\_\_ Demolition \_\_\_\_\_

Lead Remediation (please specify) \_\_\_\_\_

V. ABILITY TO PERFORM WORK: RESOURCES

(1) Labor

Supervisory Personnel, including Lead Supervisors

NAME	YEARS EXPERIENCE	RESPONSIBILITIES
_____	_____	_____
_____	_____	_____
_____	_____	_____

Regular Office Force

NAME	POSITION & RESPONSIBILITIES
_____	_____
_____	_____
_____	_____
_____	_____

Number of Regular Field Workers by Trades, Including Lead Certified workers.

TRADE	Number of Workers
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Names of Remainder of Personnel not already listed on this form:

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

(2) Trade References

List material suppliers who will carry your firm's account for thirty (30) days more.

NAME	PHONE #	CONTACT PERSON
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(3) Supervision: Will be contractor personally supervise the "on-the-job" work? If not, can he readily secure competent supervision?

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

(4) Professional/Technical Assistance

Name, address and telephone number of firm's attorney (if any)

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

(5) List of Equipment, tools, machinery currently owned by firm

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

VI. LICENSES/CERTIFICATE:

Licenses and Certificates in Effect

(ALL PROOF OF LICENSES REQUIRED)

<u>Type</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

VII. CONTRACTS OR JOBS RECENTLY COMPLETED: (List all for previous year; attach another page if necessary).

NAME/ADDRESS	PHONE #	DESCRIPTION	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VIII. CONTRACTS OR JOBS IN HAND:

NAME/ADDRESS	PHONE #	DESCRIPTION	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IX. FINANCIAL:

Name of Bank and Branch

Name of Loan Officer  
Familiar with contractor's credit

_____	_____
_____	_____
_____	_____

Average size of monthly payroll during preceding 12 months: \_\_\_\_\_

X. INSURANCE REQUIREMENTS (see attached)

- A. Proof of Insurance required, attach Certificate of Insurance
- B. Record of Surety and Fidelity Bonds: (List bonds obtained during last two years - bids payment or performance).

<u>Date</u> <u>Agent</u>	<u>Contract or Job</u>	<u>Type of Bond</u>	<u>Amount Surety Company &amp;</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- C. Is there any pending litigation with which your company is engaged? If so, please state the nature of this litigation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- D. Does anyone working with this firm have a financial investment with any other contracting firm associated with the City of Memphis? If so, state with whom and the particular interest.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

XI. COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Date**

**Home Owner Name**  
**Address**  
**Memphis, TN 381XX**

**Re: Lead-Based Paint Clearance Evaluation Report for:**  
**Address, Memphis, TN 381XX**

**Dear Mr. Home Owner & Ms. Home Owner :**

Please find enclosed the lead-based paint clearance evaluation report for the single-family home, with a single unit, located at **Address, Memphis, TN 381XX**. The lead-based paint clearance evaluation was performed by **Company Name**, (TN License #FTN-XXXXXX, Expiration Date), following the Housing and Urban Development (HUD) Guidelines Chapter 7 (Second Edition, July 2012) and all applicable Federal, State, and Local regulations.

The lead-based paint clearance evaluation was performed on **Date**, by **Inspector Name**, Tennessee Certified Lead-based Paint Inspector/Risk Assessor (License # TNLBP2016-2960-5577R, Expiration January 28, 2019).

**Company Name, Inc. has determined that the property DOES NOT / DOES meet HUD standards for Lead-Based Paint clearance testing. Additional work will / will not be required.**

The associated report was prepared and submitted by **Company Name**

If you have any questions or comments, please feel free to contact **Company Contact person** at (901) XXX-XXXX

Sincerely,

Company Contact  
Job Title, Company Name.  
Enclosure: Lead-Based Paint Clearance Evaluation Report

# LEAD-BASED PAINT CLEARANCE REPORT

for

Address, Memphis, TN 381XX

**Contractor:**

Lead Abatement Firm Name

Address

City, State, Zip

Telephone:

Fax:

**Property Owner:**

Home Owner Name

Address

City, State, Zip

Telephone:

Fax:

**Prepared & Submitted By:**

Company Name

Address

City, State, Zip

Telephone:

Fax:

**Lead-Based Paint Clearance Evaluation Date:**

Date

**Report Date:**

Date

**Inspector/Risk Assessor: Name (Tennessee Risk Assessor: Lisc # TNLBPXXXXX)**

**Report Preparer: Name (Tennessee Risk Assessor: Lisc # TNLBPXXXXX)**

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- 3.0 DISCLOSURE RESPONSIBILITY

### **APPENDICES**

- APPENDIX A = Laboratory Analysis Results and Chain of Custody
- APPENDIX B – Photographs
- APPENDIX C – Certifications
- APPENDIX D - Glossary

Example

## EXECUTIVE SUMMARY

**Company Name, Inc.** has been authorized by (**Home Owner Name**) the property owner(s), and the City of Memphis Department of Housing and Community Development (HCD), to perform a lead-based clearance examination at the single-family residence located at **Address, Memphis, TN 381XX**. The property is owned by **Property Owner Name** and was **vacant /Occupied** at the time of the examination. The clearance test was performed according to the specifications described in the protocols for LBP clearance in the Housing and Urban Development (HUD) Guidelines (Second Edition, July 2012) and all applicable Federal, State, and Local regulations.

A visual inspection was performed to determine if all work was completed by the Paint Stabilization contractor and all required areas were cleaned of visual dust and/or paint chips. And dusts wipe and/or soil samples were taken, as necessary, and submitted to a National Lead Laboratory Accreditation Program (NLLAP) laboratory for analysis.

**Company Name** has determined that the property **DOES NOT /DOES** pass clearance requirements as required by the HUD Guidelines at the property.

The lead-based paint clearance examination was performed on Date .

## SECTION 1.0: SCOPE OF CLEARANCE TEST

### 1.1 Scope of Work

**Company Name Inc.** performed a lead-based paint (LBP) clearance examination for lead-based paint at **Address, Memphis, TN 381XX**. **Inspector Name**, Tennessee Certified Lead-based Paint Inspector/Risk Assessor (License # TNLBPXXXXX, **Expiration Date**) conducted the clearance on Date .

The clearance examination was performed in accordance with the HUD *Guidelines For the Evaluation and Control of Lead-Based Paint Hazards in Housing*, Second Edition, July 2012.

### 1.2 Site Background

The house was built in **Year**. Written permission from the inhabitant was not required to access the property because it was vacant at the time of the evaluation.

On **Date**, a lead-based paint inspection was performed to identify deteriorated lead-based paint on building components. Paint stabilization was later completed on these components. Work was completed prior to sampling.

### 1.3 Findings

Upon arrival at the site, the locations(s) found positive and in need of stabilization in the initial inspection report were visually inspected for the presence of visible dust and/or paint chips. A visual inspection is was performed to determine if all work was completed by the stabilization contractor and all required areas were cleaned of visual dust and/or paint chips. Any dust wipe and/or soil samples were taken, as necessary, and submitted to a National Lead Laboratory Accreditation Program (NLLAP) laboratory for analysis.

The purpose of clearance examination is to determine if lead hazard control work was actually completed as specified, the area is safe for unprotected workers to enter, and the area is safe for re-occupancy by residents of the dwelling in regard to lead-based paint. The clearance process evaluates the effectiveness of the lead hazard control efforts immediately following cleanup. Any deterioration or change in paint or component condition after a clearance examination will require immediate action.

### 1.4 Conclusion

**The dwelling DOES NOT / DOES pass current HUD clearance criteria.**

*Example if Sample Fails: Kitchen window sill- Wipe Tested Above Acceptable Level*

**SECTION 2.0: VISUAL INSPECTION & SAMPLING FORMS**

**LEAD HAZARD CONTROL VISUAL CLEARANCE FORM**

*(use additional sheets as necessary; PRINT all entries)*

**Sampling Site**

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Clearance Examiner Name:** Inspector Name

**Certification Title/No:** Risk Assessor TNLBPXXXXXXX

**Clearance Examiner**

**Firm:** Company Name.

Room Name and Number	List all building components required to be treated in each room	Work on each component completed (yes or no)	Visible paint chips/waste or debris seen (yes or no)	Visible settled dust seen (yes or no)	Additional work required
01-Living Room	Floor	Yes	No	No	No
02-Living Room	Stool	Yes	No	No	No
03-Living Room	Trough	Yes	No	No	No
04-Kitchen	Floor	Yes	No	No	No
05-Kitchen	Stool	Yes	No	No	No
06-Kitchen	Trough	Yes	No	No	No
07-Dining Room	Floor	Yes	No	No	No
08-Dining Room	Stool	Yes	No	No	No
09-Dining Room	Trough	Yes	No	No	No
10-Bedroom	Floor	Yes	No	No	No
11-Bedroom	Stool	Yes	No	No	No
12-Bedroom	Trough	Yes	No	No	No
13-Bathroom	Floor	Yes	No	No	No
14-Bathroom	Stool	Yes	No	No	No
15-Bathroom	Trough	Yes	No	No	No
16-Hallway	Floor	Yes	No	No	No
17-Front Porch	Floor	Yes	No	No	No
18-Rear Porch	Floor	Yes	No	No	No
19-Blank					

Check here if NO deteriorated paint, visible dust, painted debris, or paint chips were observed in the clearance area and this property passes visual clearance.

*Note: Dust samples must be taken even if no deteriorated, visible dust, painted debris, or paint chips were observed*

## CLEARANCE SUMMARY REPORT

(Use additional sheets as necessary; PRINT all entries)

Date: \_\_\_\_\_ Sampling Site Description: Apartment #11 1br/1ba  
 Sampling Site Address: \_\_\_\_\_

Visual Inspection : **PASS**

	Sampling Location Description	Wipe Sample ID Number	Area Sampled (in <sup>2</sup> )	Surface Sampled <sup>1</sup> (select one)	Laboratory Results <sup>2</sup> (µg/ft <sup>2</sup> )	Pass/Fail <sup>3</sup> (select one)
1	Living Room	1943-01	12x12	Floor	<10	PASS
2	Living Room	1943-02	3.5x30	Stool	<13.7	PASS
3	Living Room	1943-03	3x30	Trough	50.3	PASS
<b>4</b>	<b>Kitchen</b>	<b>1943-04</b>	<b>12x12</b>	<b>Floor</b>	<b>42</b>	<b>FAIL</b>
5	Kitchen	1943-05	4x28	Stool	<12.8	PASS
6	Kitchen	1943-06	3x28	Trough	<17.2	PASS
7	Dining Room	1943-07	12x12	Floor	<10	PASS
8	Dining Room	1943-08	4x30	Stool	<12	PASS
9	Dining Room	1943-09	3x28	Trough	<17.2	PASS
10	Bedroom	1943-10	12x12	Floor	<10	PASS
11	Bedroom	1943-11	4x30	Stool	<12	PASS
12	Bedroom	1943-12	3x28	Trough	<17.2	PASS
13	Bathroom	1943-13	12x12	Floor	<10	PASS
14	Bathroom	1943-14	4x25	Stool	14.5	PASS
15	Bathroom	1943-15	3x24	Trough	25.6	PASS
16	Hall	1943-16	12x12	Floor	<10	PASS
17	Front Porch	1943-17	12x12	Floor	<10	PASS
18	Rear Porch	1943-18	12x12	Floor	<10	PASS
19	Blank	1943-19			<10	PASS
<sup>1</sup> Surface Sampled: F = Floor Wipe; S = Window Sill; and, T = Window Trough <sup>2</sup> Laboratory Results reported to two (2) significant figures <sup>3</sup> US EPA Lead Clearance Standards: floor, 40 µg/ft <sup>2</sup> ; interior window sill, 250 µg/ft <sup>2</sup> ; window trough 400 µg/ft <sup>2</sup>						

Overall Clearance Result: **FAIL / PASS**

Check Certification: Inspector  Risk Assessor  Sampling Technician

Inspector

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Certificate Number: TNLBPXXXXX

State for which Certification is held: TN

Name of Certified Inspection or Risk Assessment Firm: \_\_\_\_\_

### SECTION 3.0: DISCLOSURE RESPONSIBILITY

A copy of this report must be provided to new lessees (tenants) and purchasers of this property under Federal Law (24 CFR part 35 and 40 CFR part 745) before they become obligated under a lease or sales contract. The complete report must also be provided to new purchasers and it must be made available to new tenants. Landlords (lessors) and sellers are also required to distribute an educational pamphlet and include standard warning language in their leases or sales contracts to ensure that children and pregnant women are protected from LBP hazards.

The Occupational Safety and Health Administration (OSHA) Lead in Construction Standard states that “negative” readings (i.e. those below the HUD/EPA definition of what constitutes LBP [1.0 mg/cm<sup>2</sup>]) **do not** relieve contractors from performing exposure assessments (personal air monitoring) on their employees per the OSHA Lead Standard, and should not be interpreted as lead free. Although a reading may indicate “negative”, airborne lead concentrations still may exceed the OSHA Action Level or the OSHA Permissible Exposure Limit (PEL) depending on the work activity.

Example



**APPENDIX A  
LABORATORY ANALYSIS RESULTS  
AND  
CHAIN OF CUSTODY**

Example

Example

**APPENDIX B  
PHOTOGRAPHS**

**Address, Memphis, TN 381XX**

<b>“A” Side Exterior</b>	<b>“B” Side Exterior</b>
<b>“C” Side Exterior</b>	<b>“D” Side Exterior</b>
<b>House Number</b>	

Example

**APPENDIX C  
CERTIFICATIONS**

Example

Example

**APPENDIX D  
GLOSSARY**

**Abatement-** A measure or set of measures designed to permanently eliminate lead-based paint hazards or lead-based paint. Abatement strategies include the removal of lead-based paint, enclosure, encapsulation, replacement of building components coated with lead-based paint, removal of lead-contaminated dust, and removal of lead-contaminated soil or overlaying of soil with a durable covering such as asphalt (grass and sod are considered interim control measures). All of these strategies require preparation; cleanup; waste disposal; post-abatement clearance testing; recordkeeping; and, if applicable, monitoring. See also Complete Abatement and Interim Controls.

**Accessible surface-** Any protruding interior or exterior surface, such as an interior window sill, that a young child can mouth or chew.

**Accreditation-** A formal recognition that an organization, such as a laboratory, is competent to carry out specific tasks or types of tests.

**Accredited laboratory-** A laboratory that has been evaluated and approved by the National Lead Laboratory Accreditation Program (NLLAP) to perform lead measurement or analysis, usually over a specified period of time.

**Apron-** A trim board that is installed beneath a window sill

**Area wells-** Corrugated metal or concrete barrier walls installed around a basement window to hold back the earth

**Attic access-** An opening that is placed in the drywalled ceiling of a home providing access to the attic.

**Attic Ventilators-** In houses, screened openings provided to ventilate an attic space

**Backing-** Frame lumber installed between the wall studs to give additional support for drywall or an interior trim related item, such as handrail brackets, cabinets, and towel bars. In this way, items are screwed and mounted into solid wood rather than weak drywall that may allow the item to break loose from the wall. **Carpet backing** holds the pile fabric in place.

**Balusters-** Vertical members in a railing used between a top rail and bottom rail or the stair treads. Sometimes referred to as 'pickets' or 'spindles'.

**Balustrade-** The rail, posts and vertical balusters along the edge of a stairway or elevated walkway.

**Bare soil-** Soil not covered with grass, sod, some other similar vegetation, or paving, including the sand in sandboxes.

**Barge board-** A decorative board covering the projecting rafter (fly rafter) of the gable end. At the cornice, this member is a fascia board.

**Base or baseboard-** A trim board placed against the wall around the room next to the floor.

**Basement window inserts-** The window frame and glass unit that is installed in the window buck.

**Base shoe-** Molding used next to the floor on interior base board. Sometimes called a carpet strip.

**Bat** - A half-brick.

**Batt** - A section of fiber-glass or rock-wool insulation measuring 15 or 23 inches wide by four to eight feet long and various thickness'. Sometimes "faced" (meaning to have a paper covering on one side) or "unfaced" (without paper).

**Batten-** Narrow strips of wood used to cover joints or as decorative vertical members over plywood or wide boards.

**Bay window-** Any window space projecting outward from the walls of a building, either square or polygonal in plan.

**Beam-** A structural member transversely supporting a load. A structural member carrying building loads (weight) from one support to another. Sometimes called a "girder".

**Bearing wall-** A wall that supports any vertical load in addition to its own weight.

**Bearing header-** (a) A beam placed perpendicular to joists and to which joists are nailed in framing for a chimney, stairway, or other opening. (b) A wood lintel. (c) The horizontal structural member over an opening (for example over a door or window).

**Bifold door-** Doors that are hinged in the middle for opening in a smaller area than standard swing doors. Often used for closet doors.

**Bypass doors-** Doors that slide by each other and commonly used as closet doors.

**Blocking-** Small wood pieces to brace framing members or to provide a nailing base for gypsum board or paneling.

**Blood lead threshold-** Any blood level greater than or equal to 10 ug/dL as defined by the Centers for Disease Control and Prevention. See also Elevated Blood Lead level (EBL) child.

**Brace-** An inclined piece of framing lumber applied to wall or floor to strengthen the structure. Often used on walls as temporary bracing until framing has been completed.

**Breaker panel-** The electrical box that distributes electric power entering the home to each branch circuit (each plug and switch) and composed of circuit breakers.

**Brick mold-**Trim used around an exterior door jamb that siding butts to.

**Brick tie-** A small, corrugated metal strip @ 1" X 6"- 8" long nailed to wall sheathing or studs. They are inserted into the grout mortar joint of the veneer brick, and holds the veneer wall to the sheathed wall behind it.

**Brick veneer-** A vertical facing of brick laid against and fastened to sheathing of a framed wall or tile wall construction.

**Building component:** Any element of a building that may be painted or have dust on its surface, e.g. walls, stair treads, floors, railings, doors, window sills, etc.

**By fold door-** Doors that are hinged in the middle for opening in a smaller area than standard swing doors. Often used for closet doors.

**By pass doors-** Doors that slide by each other and commonly used as closet doors.

**Cantilever-** An overhang. Where one floor extends beyond and over a foundation wall. For example at a fireplace location or bay window cantilever. Normally, not extending over 2 feet.

**Cap-** The upper member of a column, pilaster, door cornice, molding, or fireplace.

**Cap flashing-** The portion of the flashing attached to a vertical surface to prevent water from migrating behind the base flashing.

**Casement-** Frames of wood or metal enclosing part (or all) of a window sash. May be opened by means of hinges affixed to the vertical edges.

**Casement Window-** A window with hinges on one of the vertical sides and swings open like a normal door

**Casing-** Wood trim molding installed around a door or window opening.

**Celotex**™- Black fibrous board that is used as exterior sheathing.

**Ceiling joist-** One of a series of parallel framing members used to support ceiling loads and supported in turn by larger beams, girders or bearing walls. Also called roof joists.

**Cement-** The gray powder that is the "glue" in concrete. Portland cement. Also, any adhesive.

**Ceramic tile-** A man-made or machine-made clay tile used to finish a floor or wall. Generally used in bathtub and shower enclosures and on counter tops.

**Certification-** The process of testing and evaluating against certain specifications the competence of a person, organization, or other entity in performing a function or service, usually for a specified period of time.

**Certified-** The designation for contractors who have completed training and other requirements to allow them to safely undertake risk assessments, inspections, or abatement work. Risk assessors, inspectors, and abatement contractors should be certified by the appropriate local, State or Federal agency.

**Chair rail-** Interior trim material installed about 3-4 feet up the wall, horizontally.

**Chalking-** The photo-oxidation of paint binders – usually due to weathering – that causes a powder to form on the film surface.



**Chase-** A framed enclosed space around a flue pipe or a channel in a wall, or through a ceiling for something to lie in or pass through.

**Chewed surface-** Any painted surface that shows evidence of having been chewed or mouthed by a young child. A chewed surface is usually a protruding, horizontal part of a building, such as an interior window sill. See also Accessible surface.

**Chip Board-** A manufactured wood panel made out of 1"- 2" wood chips and glue. Often used as a substitute for plywood in the exterior wall and roof sheathing. Also called OSB (Oriented Strand Board) or wafer board.

**Cleaning-** The process of using a HEPA vacuum and wet cleaning agents to remove leaded dust; the process includes the removal of bulk debris from the work area. OSHA prohibits the use of compressed air to clean lead-contaminated dust from a surface.

**Clearance examination-** Visual examination and collection of environmental samples by an inspector or risk assessor and analysis by an accredited laboratory upon completion of an abatement project, interim control interventions, or maintenance job that disturbs lead-based paint (or paint suspected of being lead-based). The clearance examination is performed to ensure that lead exposure levels do not exceed standards established by the EPA administrator pursuant to Title IV of the Toxic Substances Control Act, and that any cleaning following such work adequately meets those standards.

**Clearance examiner-** A person who conducts clearance examinations following lead-based paint hazard control and cleanup work, usually a certified risk assessor or a certified inspector.

**Code of Federal Regulations (CFR)-** The codification of the regulations of Federal agencies.

**Column-** A vertical structural compression member which supports loads.

**Complete abatement-** Abatement of all lead-based paint inside and outside a dwelling or building and reduction of any lead-contaminated dust or soil hazards. All of these strategies require preparation; cleanup; waste disposal; post-abatement clearance testing; recordkeeping; and, if applicable, reevaluation and on-going monitoring. See also Abatement.

**Concrete-** The mixture of Portland cement, sand, gravel, and water. Used to make garage and basement floors, sidewalks, patios, foundation walls, etc. It is commonly reinforced with steel rods (rebar) or wire screening (mesh).

**Concrete block -** A hollow concrete 'brick' often 8" x 8" x 16" in size.

**Concrete board -** A panel made out of concrete and fiberglass usually used as a tile backing material.

**Conduit, electrical-** A pipe, usually metal, in which wire is installed.

**Containment-** A process to protect workers and the environment by controlling exposures to the lead-contaminated dust and debris created during abatement.

**Corbel-** The triangular, decorative and supporting member that holds a mantel or horizontal shelf.

**Corner bead-** A strip of formed sheet metal placed on outside corners of drywall before applying drywall 'mud'.

**Corner boards-** Used as trim for the external corners of a house or other frame structure against which the ends of the siding are finished.

**Corner braces-** Diagonal braces at the corners of the framed structure designed to stiffen and strengthen the wall.

**Cornice-** Overhang of a pitched roof , usually consisting of a fascia board, a soffit and appropriate trim moldings.

**Counter flashing-** A metal flashing usually used on chimneys at the roofline to cover shingle flashing and used to prevent moisture entry.

**Cove molding-** A molding with a concave face used as trim or to finish interior corners.

**Crawl space-** A shallow space below the living quarters of a house, normally enclosed by the foundation wall and having a dirt floor.

**Cross Tee-** Short metal "T" beam used in suspended ceiling systems to bridge the spaces between the main beams.

**Crown molding-** A molding used on cornice or wherever an interior angle is to be covered, especially at the roof and wall corner.

**Damper-** A metal "door" placed within the fireplace chimney. Normally closed when the fireplace is not in use.

**Deteriorated lead-based paint-** Any lead-based paint coating on a damaged or deteriorated surface or fixture, or any interior or exterior lead-based paint that is peeling, chipping, blistering, flaking, worn, chalking, alligating, cracking, or otherwise becoming separated from the substrate.

**Doorjamb, interior-** The surrounding case into which and out of which a door closes and opens. It consists of two upright pieces, called side jambs, and a horizontal head jamb. These 3 jambs have the "door stop" installed on them.

**Door stop-** The wooden style that the door slab will rest upon when it's in a closed position.

**Dormer-** An opening in a sloping roof, the framing of which projects out to form a vertical wall suitable for windows or other openings.

**Downspout-** A pipe, usually of metal, for carrying rainwater down from the roof's horizontal gutters.

**Drip cap-** A molding or metal flashing placed on the exterior topside of a door or window frame to cause water to drip beyond the outside of the frame.

**Drywall (or Gypsum Wallboard (GWB), Sheet rock or Plasterboard)**- Wall board or gypsum- A manufactured panel made out of gypsum plaster and encased in a thin cardboard. Usually 1/2" thick and 4' x 8' or 4' x 12' in size. The panels are nailed or screwed onto the framing and the joints are taped and covered with a 'joint compound'. 'Green board' type drywall has a greater resistance to moisture than regular (white) plasterboard and is used in bathrooms and other "wet areas".

**Ducts**- The heating system. Usually round or rectangular metal pipes installed for distributing warm (or cold) air from the furnace to rooms in the home. Also a tunnel made of galvanized metal or rigid fiberglass, which carries air from the heater or ventilation opening to the rooms in a building.

**Dura board, dura rock**- A panel made out of concrete and fiberglass usually used as a ceramic tile backing material. Commonly used on bathtub decks. Sometimes called Wonder board

**Dust removal**- A form of interim control that involves initial cleaning followed by periodic monitoring and re-cleaning, as needed. Depending on the severity of lead-based paint hazards, dust removal may be the primary activity or just one element of a broader control effort.

**Eaves**- The horizontal exterior roof overhang.

**Elevated Blood Lead level (EBL) child**- A child who has a blood level greater than or equal to 20 ug/dL or a persistent 15 ug/dL. See also Blood lead threshold.

**Encapsulation**- Any covering or coating that acts as a barrier between lead-based paint and the environment, the durability of which relies on adhesion and the integrity of the existing bonds between multiple layers of paint and between the paint and the substrate. See also Enclosure.

**Enclosure**- The use of rigid, durable construction materials that are mechanically fastened to the substrate to act as a barrier between the lead-based paint and the environment.

**Escutcheon**- An ornamental plate that fits around a pipe extending through a wall or floor to hide the cut out hole

**Evaluation**- Risk assessment, paint inspection, reevaluation, investigation, clearance examination, or risk assessment screen.

**Exterior work area**- For lead hazard control work, the exterior work area includes any exterior building components, such as a porch or stairway; the safety perimeter; and access barriers.

**Facing brick**- The brick used and exposed on the outside of a wall. Usually these have a finished texture.

**Fascia**- Horizontal boards attached to rafter/truss ends at the eaves and along gables. Roof drain gutters are attached to the fascia.

**Flue**- Large pipe through which fumes escape from a gas water heater, furnace, or fireplace.

**Friction surface**- Any interior or exterior surface, such as a window or stair tread, subject to abrasion or friction.

**Gable-** The end, upper, triangular area of a home, beneath the roof.

**Gyp board-** Drywall. Wall board or gypsum- A panel (normally 4' X 8', 10', 12', or 16') made with a core of Gypsum (chalk-like) rock, which covers interior walls and ceilings.

**Header-** (a) A beam placed perpendicular to joists and to which joists are nailed in framing for a chimney, stairway, or other opening. (b) A wood lintel. (c) The horizontal structural member over an opening (for example over a door or window).

**Hearth-** The fireproof area directly in front of a fireplace. The inner or outer floor of a fireplace, usually made of brick, tile, or stone.

**Hip-** A roof with four sloping sides. The external angle formed by the meeting of two sloping sides of a roof.

**Hip roof-** A roof that rises by inclined planes from all four sides of a building.

**H V A C-** An abbreviation for **H**eat, **V**entilation, and **A**ir **C**onditioning

**Impact surface-** An interior or exterior surface (such as surfaces on doors) subject to damage by repeated impact or contact.

**Inspection (of paint)-** A surface-by-surface investigation to determine the presence of lead-based paint (in some cases including dust and soil sampling) and a report of the results.

**Insulation board, rigid-** A structural building board made of coarse wood or cane fiber in ½- and 25/32-inch thickness. It can be obtained in various size sheets and densities.

**Interim controls-** A set of measures designed to temporarily reduce human exposure or possible exposure to lead-based paint hazards. Such measures include specialized cleaning, repairs, maintenance, painting, temporary containment, and management and resident education programs. Monitoring, conducted by owners, and reevaluations, conducted by professionals, are integral elements of interim control. Interim controls include dust removal; paint film stabilization; treatment of friction and impact surfaces; installation of soil coverings, such as grass or sod; and land-use controls. See also Monitoring, Reevaluation, and Abatement.

**Interior window sill-** The portion of the horizontal window ledge that protrudes into the interior of the room, adjacent to the window sash when the window is closed; often called the window stool.

**Jamb-** The side and head lining of a doorway, window, or other opening. Includes studs as well as the frame and trim.

**Joint-** The location between the touching surfaces of two members or components joined and held together by nails, glue, cement, mortar, or other means.

**Joist-** Wooden 2 X 8's, 10's, or 12's that run parallel to one another and support a floor or ceiling, and supported in turn by larger beams, girders, or bearing walls

**Laminated shingles** - Shingles that have added dimensionality because of extra layers or tabs, giving a shake-like appearance. May also be called "architectural shingles" or "three-dimensional shingles."

**Lath**- A building material of narrow wood, metal, gypsum, or insulating board that is fastened to the frame of a building to act as a base for plaster, shingles, or tiles.

**Lattice**- An open framework of criss-crossed wood or metal strips that form regular, patterned spaces.

**Lead**- Lead includes metallic lead and inorganic and organic compounds of lead.

**Lead-based paint**- Any paint, varnish, shellac, or other coating that contains lead equal to or greater than 1.0 mg/cm<sup>2</sup> as measured by XRF or laboratory analysis, or 0.5 percent by weight (5000 ug/g, 5000 ppm, or 5000 mg/kg) as measured by laboratory analysis.

**Lead-based paint hazard**- A condition in which exposure to lead from lead-contaminated dust, lead-contaminated soil, or deteriorated lead-based paint would have an adverse effect on human health (as established by the EPA Administrator under Title IV of the Toxic Substances Control Act). Lead-based paint hazards include, for example, deteriorated lead-based paint, leaded dust levels above applicable standards, and bare leaded soil above applicable standards.

**Lead-based paint hazard control**- Activities to control and eliminate lead-based paint hazards, including interim controls, abatement, and complete abatement.

**Lead-contaminated dust**- Surface dust in residences that contains an area or mass concentration of lead in excess of the standard established by the EPA Administrator, pursuant to Title IV of the Toxic Substances Control Act. Until the EPA standards are set, the HUD-recommended clearance and risk assessment standards for leaded dust are 100 ug/ft<sup>2</sup> on floors, 500 ug/ft<sup>2</sup> on interior window sills, and 800 ug/ft<sup>2</sup> on window troughs. The recommended standard for lead hazard screens for floors is 50 ug/ft<sup>2</sup> and for window troughs is 400 ug/ft<sup>2</sup>.

**Lead-contaminated soil**- Bare soil on residential property that contains lead in excess of the standard established by the EPA Administrator, pursuant to Title IV of the Toxic Substances Control Act. The HUD-recommended standard and interim EPA guidance is 400 ug/g for high-contact play areas and 2,000 ug/g in other bare areas of the yard. Soil contaminated with lead at levels greater than or equal to 5,000 ug/g should be abated by removal or paving.

**Lead-free dwelling**- A lead-free dwelling contains no lead-based paint and has interior dust and exterior soil lead levels below the applicable HUD and EPA standards.

**Licensed**- Holding a valid license or certification issued by EPA or by an EPA-approved State program pursuant to Title IV of the Toxic Substances Control Act. The license is based on certification for lead-based paint hazard control work. See also Certified.

**Louver**- A vented opening into the home that has a series of horizontal slats and arranged to permit ventilation but to exclude rain, snow, light, insects, or other living creatures.

**Maintenance-** Work intended to maintain adequate living conditions in a dwelling, which has the potential to disturb lead-based paint or paint that is suspected of being lead-based.

**Mantel-** The shelf above a fireplace opening. Also used in referring to the decorative trim around a fireplace opening.

**Masonry-** Stone, brick, concrete, hollow-tile, concrete block, or other similar building units or materials. Normally bonded together with mortar to form a wall.

**Mastic-** A pasty material used as a cement (as for setting tile) or a protective coating (as for thermal insulation or waterproofing)

**Mg-** Milligram; 1/1,000 of a gram.

**Microgram-** see ug.

**Milligram-** see Mg.

**Molding-** A wood strip having an engraved, decorative surface.

**Monitoring-** Surveillance to determine (1) that known or suspected lead-based paint is not deteriorating; (2) that lead-based paint hazard controls, such as paint stabilization, enclosure, or encapsulation have not failed, (3) that structural problems do not threaten the integrity of hazard controls or of known or suspected lead-based paint, and (4) that dust lead levels have not risen above applicable levels.

**Mortar-** A mixture of cement (or lime) with sand and water used in masonry work.

**Mullion-** A vertical divider in the frame between windows, doors, or other openings.

**Muntin-** A small member which divides the glass or openings of sash or doors.

**Natural finish-** A transparent finish which does not seriously alter the original color or grain of the natural wood. Natural finishes are usually provided by sealers, oils, varnishes, water repellent preservatives, and other similar materials.

**Newel post-** The large starting post to which the end of a stair guard railing or balustrade is fastened.

**Oriented Strand Board or OSB-** A manufactured 4' X 8' wood panel made out of 1"- 2" wood chips and glue. Often used as a substitute for plywood.

**Overhang-** Outward projecting eave-soffit area of a roof; the part of the roof that hangs out or over the outside wall. See also Cornice.

**Paint film stabilization-** The process of wet scraping, priming, and repainting surfaces coated with deteriorated lead-based paint; paint film stabilization includes cleanup and clearance.

**Paint removal-** An abatement strategy that entails the removal of lead-based paint from surfaces. For lead-hazard control work, this can mean using chemicals, heat guns below 1,100 °F, and certain contained abrasive methods. Open-flame burning, open abrasive blasting, and extensive dry scraping are prohibited paint removal methods.

**Panel-** A thin flat piece of wood, plywood, or similar material, framed by stiles and rails as in a door (or cabinet door), or fitted into grooves of thicker material with molded edges for decorative wall treatment.

**Parting stop or strip-** A small wood piece used in the side and head jambs of double hung windows to separate the upper sash from the lower sash.

**Particle board-** Plywood substitute made of course sawdust that is mixed with resin and pressed into sheets. Used for closet shelving, floor underlayment, stair treads, etc.

**Partition-** A wall that subdivides spaces within any story of a building or room.

**Plenum-** The main hot-air supply duct leading from a furnace.

**Plywood-** A panel (normally 4' X 8') of wood made of three or more layers of veneer, compressed and joined with glue, and usually laid with the grain of adjoining plies at right angles to give the sheet strength.

**Portland cement-** Cement made by heating clay and crushed limestone into a brick and then grinding to a pulverized powder state.

**Pressure-treated wood-** Lumber that has been saturated with a preservative.

**Quarry tile-** A man-made or machine-made clay tile used to finish a floor or wall. Generally 6" X 6" X 1/4" thick .

**Quarter round-** A small trim molding that has the cross section of a quarter circle.

**Rafter-** Lumber used to support the roof sheeting and roof loads. Generally, 2 X 10's and 2 X 12's are used. The rafters of a flat roof are sometimes called roof joists.

**Rake fascia-** The vertical face of the sloping end of a roof eave.

**Reevaluation-** In lead hazard control work, the combination of a visual assessment and collection of environmental samples performed by a certified risk assessor to determine if a previously implemented lead-based paint hazard control measure is still effective and if the dwelling remains lead-safe.

**Register-** A grill placed over a heating duct or cold air return.

**Renovation-** Work that involves construction and/or home or building improvement measures such as window replacement, weatherization, remodeling, and repainting.

**Replacement-** A strategy of abatement that entails the removal of building components coated with lead-based paint (such as windows, doors, and trim) and the installation of new components free of lead-based paint.

**Retaining wall-** A structure that holds back a slope and prevents erosion.

**Riser-** Each of the vertical boards closing the spaces between the treads of stairways.

**Risk assessment-** An onsite investigation of a residential dwelling to discover any lead-based paint hazard. Risk assessments include an investigation of the age, history, management, and maintenance of the dwelling, and the number of children under age 6 and women of child-bearing age who are residents; a visual assessment; limited environmental sampling (i.e., collection of dust wipe samples, soil samples, and deteriorated paint samples); and preparation of a report identifying acceptable abatement and interim control strategies based on specific conditions.

**Risk assessor-** A certified individual who has completed training with an accredited training program and who has been certified to (1) perform risk assessments, (2) identify acceptable abatement and interim control strategies for reducing identified lead-based paint hazards, (3) perform clearance testing and reevaluations, and (4) document the successful completion of lead-based paint hazard control activities.

**Shake-** A wood roofing material, normally cedar or redwood. Produced by splitting a block of the wood along the grain line. Modern shakes are sometimes machine sawn on one side. See shingle.

**Shed roof-** A roof containing only one sloping plane.

**Sheet rock- Drywall-Wall board or gypsum-** A manufactured panel made out of gypsum plaster and encased in a thin cardboard. Usually 1/2" thick and 4' x 8' or 4' x 12' in size. The 'joint compound'. 'Green board' type drywall has a greater resistance to moisture than regular (white) plasterboard and is used in bathrooms and other "wet areas".

**Shim-** A small piece of scrap lumber or shingle, usually wedge shaped, which when forced behind a furring strip or framing member forces it into position. Also used when installing doors and placed between the door jamb legs and 2 X 4 door trimmers. Metal shims are wafer 1 1/2" X 2" sheet metal of various thickness' used to fill gaps in wood framing members, especially at bearing point locations.

**Shingles-** Roof covering of asphalt, asbestos, wood, tile, slate, or other material cut to stock lengths, widths, and thickness'.

**Shingles, siding-** Various kinds of shingles, used over sheathing for exterior wall covering of a structure.

**Shutter-** Usually lightweight louvered decorative frames in the form of doors located on the sides of a window. Some shutters are made to close over the window for protection.

**Siding-** The finished exterior covering of the outside walls of a frame building.



**Sill-** (1) The 2 X 4 or 2 X 6 wood plate framing member that lays flat against and bolted to the foundation wall (with anchor bolts) and upon which the floor joists are installed. Normally the sill plate is treated lumber. (2) The member forming the lower side of an opening, as a door sill or window sill.

**Skylight-** A more or less horizontal window located on the roof of a building.

**Slab, concrete-** Concrete pavement, i.e. driveways, garages, and basement floors.

**Slab, door-** A rectangular door without hinges or frame.

**Soffit-** The area below the eaves and overhangs. The underside where the roof overhangs the walls. Usually the underside of an overhanging cornice.

**Stair landing-** A platform between flights of stairs or at the termination of a flight of stairs. Often used when stairs change direction. Normally no less than 3 ft. X 3 ft. square.

**Stile-** An upright framing member in a panel door.

**Stool-** The flat molding fitted over the window sill between jambs and contacting the bottom rail of the lower sash.

**Stops-** Moldings along the inner edges of a door or window frame. Also valves used to shut off water to a fixture.

**Storm sash or storm window-** An extra window usually placed outside of an existing one, as additional protection against cold weather.

**String, stringer-** A timber or other support for cross members in floors or ceilings. In stairs, the supporting member for stair treads. Usually a 2 X 12 inch plank notched to receive the treads

**Stucco-** Refers to an outside plaster finish made with Portland cement as its base.

**Stud-** A vertical wood framing member, also referred to as a wall stud, attached to the horizontal sole plate below and the top plate above. Normally 2 X 4's or 2 X 6's, 8' long (sometimes 92 5/8"). One of a series of wood or metal vertical structural members placed as supporting elements in walls and partitions.

**Subfloor-** The framing components of a floor to include the sill plate, floor joists, and deck sheeting over which a finish floor is to be laid.

**Substrate-** A surface on which paint, varnish, or other coating has been applied or may be applied. Examples of substrates include wood, plaster, metal, and drywall.

**Suspended ceiling-** A ceiling system supported by hanging it from the overhead structural framing.

**Terra cotta-** A ceramic material molded into masonry units.

**Testing combination-** A unique surface to be tested that is characterized by the room equivalent, component, and substrate.

**Test location-** A specific area on a testing combination where XRF instruments will test for lead-based paint.

**Threshold-** The bottom metal or wood plate of an exterior door frame. Generally they are adjustable to keep a tight fit with the door slab.

**Tread-** The walking surface board in a stairway on which the foot is placed.

**Treated lumber-** A wood product which has been impregnated with chemical pesticides such as CCA (Chromated Copper Arsenate) to reduce damage from wood rot or insects. Often used for the portions of a structure which are likely to be in contact with soil and water. Wood may also be treated with a fire retardant.

**Treatment-** In residential lead-based paint hazard control work, any method designed to control lead-based paint hazards. Treatment includes interim controls, abatement, and removal.

**Trim- Interior-** The finish materials in a building, such as moldings applied around openings (window trim, door trim) or at the floor and ceiling of rooms (baseboard, cornice, and other moldings). Also, the physical work of installing interior doors and interior woodwork, to include all handrails, guardrails, stair way balustrades, mantles, light boxes, base, door casings, cabinets, countertops, shelves, window sills and aprons, etc. **Exterior-** The finish materials on the exterior of a building, such as moldings applied around openings (window trim, door trim), siding, windows, exterior doors, attic vents, crawl space vents, shutters, etc. Also, the physical work of installing these materials.

**Ug-** Micrograms. The prefix micro means 1/1,000,000 (or one-millionth); a microgram is 1/1,000,000 of a gram and 1/1,000 or a milligram.

**Veneer-** Extremely thin sheets of wood. Also a thin slice of wood or brick or stone covering a framed wall.

**Vent-** A pipe or duct which allows the flow of air and gasses to the outside. Also, another word for the moving glass part of a window sash, i.e. window vent.

**Wafer board -** A manufactured wood panel made out of 1"- 2" wood chips and glue. Often used as a substitute for plywood in the exterior wall and roof sheathing.

**Water board-** Water resistant drywall to be used in tub and shower locations. Normally green or blue colored

**Window frame-** The stationary part of a window unit; window sash fits into the window frame.

**Window sash-** The operating or movable part of a window; the sash is made of window panes and their border.

**Window sill-** See Interior window sill.

**Window trough-** For a typical double-hung window, the portion of the exterior window sill between the exterior window sill between the interior window sill (or stool) and the frame of the storm window. If there is no storm window, the window trough is the area that receives both the upper and lower window sashes when they are both lowered. Sometimes inaccurately called the window “well.” See also Window well.

**Window well-** The space that provides exterior access and/or light to a window that is below grade, i.e., below the level of the surrounding earth or pavement.

**XRF analyzer-** An instrument that determines lead concentration in milligrams per square centimeter (mg/cm<sup>2</sup>) using the principle of x-ray fluorescence (XRF). For lead-based paint inspections, the term XRF analyzer only refers to portable instruments manufactured to analyze paint, and does not refer to laboratory-grade units or portable instruments designed to analyze soil.

Building component terms from [www.HomeBuildingManual.com](http://www.HomeBuildingManual.com); other terms from the Housing and Urban Development (HUD) Guidelines Chapter 7 (Second Edition, July 2012).

Example