MILWAUKEE PUBLIC SCHOOLS
LEAD BASED PAINT (LBP) NOTIFICATION USING SCHOOL MESSENGER

1. **EMAIL TO STAFF AND FAMILIES OF SCHOOL:** SCHOOL NAME

2. **EMAIL FROM NAME:** Milwaukee Public Schools

3. **FROM EMAIL ADDRESS:** noreply@milwaukee.k12.wi.us

4. **REPLY TO EMAIL ADDRESS:** noreply@milwaukee.k12.wi.us

5. **EMAIL SUBJECT LINE:** Lead Based Paint Work Notification – WO XXXXXX

6. **EMAIL MESSAGE**

   Dear SCHOOL NAME Families and Staff,

   Milwaukee Public Schools Department of Facilities and Maintenance is hereby providing official notice of Lead Based Paint Work that will occur at SCHOOL NAME. Start date and anticipated end dates, along with locations of the work, can be found in the attached LBP 100 form below. A copy of the form can also be found in the school's main office. Additional information can be found in the Lead-Safe Certified Guide to Renovate Right pamphlet.

   Sincerely,

   Milwaukee Public Schools
   Department of Facilities and Maintenance

   Attachments
   INSERT LBP-100 DISCLOSURE STATEMENT FROM CONTRACTOR OR 909
   INSERT LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT PAMPLET

7. **DFMS STAFF TO RECEIVE COPY OF EMAIL:** DFMSLBP100@milwaukee.k12.wi.us. Until the new email is set up, please use the DFMS@milwaukee.k12.wi.us email.

8. **DATE TO SEND: ASAP**

9. **QUESTIONS REGARDING THIS CORRESPONDENCE:**

   Michelle Beckley, becklem1, x20100; or Shannon Agor, agorsn, x34605

WRITTEN MATERIALS AND PUBLICATION REQUESTS SUBMITTAL INSTRUCTIONS:

Submit this template as a word document along with a PDF or image of the LBP100 form use this link:

Here is the link for the written materials request to ask Communications to send it out using School Messenger: https://forms.hive.com/?formId=kstj7AH76yJ7ZXe6N

Within the online form, enter the information as follows:

1. Email: DFMSLBP100@milwaukee.k12.wi.us
2. First and Last Name: Michelle Beckley or Shannon Agor 20100 or 45605
3. Email address: Auto populating
4. School or Department: Department of Facilities and Maintenance
5. Name of Request: LBP100 Form Notification
6. Is this request for an event?: NO
7. Type of Document: "Other", then type in **Milwaukee Public Schools**
8. Will any of our request materials be mailed? NO
9. Description: Please send email using School Messenger to the staff and parents of the school noted above

10. Supporting Documents: Upload a copy of the LBP-100 Form (PDF or Jpeg) and word version of this form and a copy of the Lead Safe Renovate Right pamplet
11. Translation: NO
12. Printed Copies: NO
13. SUBMIT

DISCLOSURE OF RENOVATION IMPACTING LEAD-BASED PAINT

The following is a summary of renovation activities as required under DHS 163.13 that may or will disturb surfaces containing lead-based paint within one or more child-occupied spaces.

Site Name: _____

Contractor Name: _____ **Work Order #:** _____

Start Date: _____ **Anticipated Completion Date:** _____

Scope of Work Disturbing Lead-Based Paint

Location	Work Description

Use the floor plans in the Child-Occupied Space Identification Book to properly locate areas

ACKNOWLEDGMENT FOR RECEIPT OF RENOVATION DISCLOSURE & EPA PAMPHLET

In accordance with DHS 163, a Renovation Disclosure Statement detailing work activities that may or will disturb lead-based painted surfaces at the facility referenced above has been issued to a representative of Milwaukee Public Schools. A copy of the EPA pamphlet *"Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools"* has also been issued to the school and is reviewable upon request. This statement shall be posted in a common area where it can be viewed by building occupants and parents or guardians of children frequenting the building while the renovation is ongoing.

Contractor's Verification of Issuance			Building Engineer's Verification of Receipt	
Name:			**Name:**	
Date:			**Date:**	
Signature:			**Signature:**	

A copy of this completed and signed Statement must be forwarded to the MPS Project Manager **BEFORE** the start of work.

RENOVATION CHECKLIST FOR PROJECTS IMPACTING LEAD-BASED PAINT

The following is a summary of renovation work activities that will be disturbing lead-based painted surfaces with spaces identified as "child-occupied spaces" within the MPS facility listed below.

Site Name: _____

MPS Shop Name: _____

Work Order #: _____ **Start Date:** _____ **Completion Date:** _____

MPS Lead-Safe Renovator: _____ **State Cert #:** _____

WORK SETUP:

☐ Form LBP-100 has been completed detailing the Scope of Work for this project and a copy has been inserted into the 3-ring binder "Identification of Lead-based Paint in Child-Occupied Spaces".

☐ A copy of the EPA pamphlet "Renovate Right" is available in the main office for public review throughout the duration of the project.

☐ A copy of the training certificate for the MPS lead-safe renovator assigned to the project (as referenced above) is appended and present on site throughout the duration of the project.

☐ A copy of the Certificate of Approval for MPS as a lead-safe company is appended and present on site throughout the duration of the project.

☐ All workers involved in the project referenced above have been instructed in the "checked" topics:

- ☐ *Posting of warning signs around containment*
- ☐ *Maintaining containment throughout project*
- ☐ *Waste handling of all debris*
- ☐ *Setting up plastic containment barriers*
- ☐ *Avoiding spread of dust to adjacent areas*
- ☐ *Post-renovation cleaning*

☐ All workers performing work as a part of this project are listed on the backside of this form.

WORK PROCEDURES:

☐ The entrances to all work areas have been properly posted with appropriate warning signs.

☐ All work areas have been properly contained to prevent the spread of dust and debris as follows:

- ☐ *All objects in the work area have been removed or covered [interior spaces]*
- ☐ *HVAC ducts in all work area are closed and covered [interior spaces]*
- ☐ *All windows in the work area have been closed [interior spaces]*
- ☐ *All windows in and within 20 feet of the work area have been closed [exterior]*
- ☐ *All doors in the work area have been closed and sealed [interior spaces]*
- ☐ *All doors in and within 20 feet of the work area have been closed and sealed [exterior]*
- ☐ *Z-flap doors have been installed at doors used for entry into the work area [interior spaces]*
- ☐ *Floors within the work area have been covered with taped-down poly-sheeting [interior spaces]*
- ☐ *Ground in and within 10 feet of the work area has been covered with poly-sheeting that has been secured or anchored in place [exterior].*
- ☐ *If necessary, vertical containment installed to prevent migration of dust and debris to adjacent properties [exterior].*

☐ All waste has been containerized on-site and disposed of within sealed containers.

☐ Work areas have been properly cleaned after completion of renovation activities as follows:

- ☐ *All protective sheeting used to collect dust and debris has been misted, folded inward, and then sealed within waste containers.*
- ☐ *All visible chips and debris have been collected and then sealed within waste containers.*
- ☐ *All surfaces and objects within the work area have been cleaned using HEPA vacuum and/or wet clothes or mops [interior]*

☐ Post renovation cleaning verification was performed by the MPS lead-safe renovator listed above. Wipe and comparison testing using a valid EPA Post Renovation Cleaning Verification Card indicated areas were properly cleaned. The testing required ____ series of samples to be collected. The testing used a total of ____ wet cloths for evaluation.

☐ OPTIONAL: In lieu of wipe and comparison testing, shop 926 performed dust wipe clearance testing (results to be appended later).

☐ As the certified lead-safe renovator assigned to this project, I certify under penalty of law that the above information is true and complete

Signature of Lead-Safe Renovator: _____ **Date:** _____

Worker's Printed Name	Worker's Printed Name	Worker's Printed Name
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.
16.	17.	18.
19.	20.	21.

☐ Form LBP-100 has been removed from the 3-ring binder "Identification of Lead-based Paint in Child-Occupied Spaces" upon completion of the renovation activities.

LEAD SWAB TEST REPORT FOR PAINTED SURFACES

The following is a report of as required under DHS 163.13(3)(c)10 and DHS 163.14(11)(p) to refute that a painted surface contains lead-based paint as defined under DHS 163 when performing a renovation activity that will disturb a painted surface.

Site #: _____ **Site Name:** _____

MPS Shop #: _____ **Testing done to facilitate Work Order #:** _____

Sampler's Name: _____ **WI Renovator Cert #:** _____

Test Kit Manufacturer: 3M **Model #:** PB-2M8I **Lot #:** _____

Painted surfaces to be disturbed by renovation activity

Room Number	Component & Paint/Coating Description	Result
		☐ Positive ☐ Negative*
* ☐ swab (that yielded a negative result) was tested on the lead test card & met the positive response criteria		
		☐ Positive ☐ Negative*
* ☐ swab (that yielded a negative result) was tested on the lead test card & met the positive response criteria		
		☐ Positive ☐ Negative*
* ☐ swab (that yielded a negative result) was tested on the lead test card & met the positive response criteria		
		☐ Positive ☐ Negative*
* ☐ swab (that yielded a negative result) was tested on the lead test card & met the positive response criteria		
		☐ Positive ☐ Negative*
* ☐ swab (that yielded a negative result) was tested on the lead test card & met the positive response criteria		
		☐ Positive ☐ Negative*
* ☐ swab (that yielded a negative result) was tested on the lead test card & met the positive response criteria		
		☐ Positive ☐ Negative*
* ☐ swab (that yielded a negative result) was tested on the lead test card & met the positive response criteria		
		☐ Positive ☐ Negative*
* ☐ swab (that yielded a negative result) was tested on the lead test card & met the positive response criteria		

Use the floor plans in the "Identification of Lead-Based Paint in Child-Occupied Spaces" book to locate areas

Sampler's (Signature) Statement:

I _____ attest that I have used the lead swab test kit in accordance with the kit's instructions and that all painted surfaces that will be impacted by the referenced renovation project have been addressed.

This statement <u>MUST</u> be kept with all other project documentation project as per DHS 163.14(11)(q) for a period not less than 3 years after the date of the project's completion.