

# Volunteers Opening Doors: Team Leader Checklist to Work Lead Safe

## Job Site Materials

- Disposable plastic sheeting
- Heavy duty plastic waste bags
- Spray bottles with water
- Wet sanding blocks
- Duct tape
- Sponges and disposable mop heads
- Disposable cloths
- Detergent for cleaning walls and floors
- Vacuum, with HEPA filter if available
- Protective eyewear
- N-100 respirators
- Disposable gloves, hats, and coveralls
- Tools
- Hand soap
- At least two buckets

As the team leader, volunteers look to you for your experience and guidance. Your role is critical when they are working around lead-based paint. This checklist will help you make sure the volunteers are following the **Five Keys to Lead Safety**.



## Questions to Answer Before Work Starts

- Is this home older than 1978? If so, has it been tested for lead-based paint? Ask the home owner or your organization.
- Do you know where the lead is located, and will your project disturb those areas? If so, make sure your team works lead-safe.
- Do you have all of the materials you need? Are there enough respirators and eye protection for the team?
- Are there working sinks for hand washing?
- Have the volunteers put down and taped enough plastic? Plastic should cover the room, or extend 20 feet from work area if working outside.
- Is there a safe place to put waste bags, to protect children and pets?

## Questions to Answer During Work

- Are residents and their pets staying out of the work area?
- Are the volunteers following the **Five Keys**? These are:
  - Protect occupants and their belongings
  - Prepare work area
  - Protect yourself
  - Work wet
  - Work clean
- Are the volunteers making sure that they do not track lead dust out of the work area?
- Is anyone eating, smoking, or drinking in the work area?

## Questions to Answer After Work

- Have the volunteers HEPA vacuumed, washed, and then HEPA vacuumed again?
- Is all plastic sheeting up and disposed of in heavy-duty plastic bags?
- Did all volunteers remove and dispose of personal protective equipment?
- Are all waste bags sealed with duct tape and ready for disposal?
- Have all volunteers washed hands, faces, and shoes before going home?