

UNIT # _____

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

**Required Essential Maintenance Practices Plan for Lead Hazard Reduction
Demonstration Projects using Paint Plus Essential Maintenance Plan (“Paint Plus”)
to Eliminate Lead Hazards**

APPLICANT (OWNER):

Company Name (if applicable)

First Name MI Last Name

PROPERTY:

Property Street

Property City Property State Property Zip

CONTRACTOR:

Contractor Name

CO-APPLICANT (CO-OWNER):

Company Name (if applicable)

First Name MI Last Name

COMMUNITY ACTION AGENCY (CAA):

CAA Name

LEAD INSPECTOR:

Name: _____

Telephone: _____

Email: _____

Residential Unit: _____

Overview

Paint Plus Essential Maintenance Plan (“Paint Plus”) is an interim (short-term) method used by lead contractors and property owners to temporarily eliminate lead hazards. Interim controls are achieved through the removal of any chipping, cracking, and flaking paint plus the application of a new protective coating of paint in conjunction with the implementation of a written essential maintenance plan. This method cannot be used on impact or friction surfaces (e.g. floors, stair treads/risers, thresh holds, window sashes, parting beads, stops, window wells, doorjambs and edges).

Essential Maintenance Plan

An Essential Maintenance Plan is a written and implemented plan of paint inspection and maintenance that ensures that the paint remains in good condition and that the surface is not creating a lead hazard. The building owner must carry out Essential Maintenance Practices six months from the initial application of the paint and annually thereafter, whenever occupancy changes and immediately after the occurrence of unexpected events which cause deterioration of the painted surfaces.

Enclosed you will find an inventory of the building components that you will need to inspect and several forms that will assist you in documenting your Essential Maintenance Plan-related activities. Also enclosed you will find the “Essential Maintenance for a Lead-Safe Home” brochure. Please make sure you read this brochure; it provides information you need to implement Essential Maintenance Practices.

Elements of the Essential Maintenance Plan

The Essential Maintenance Plan has 4 parts: an inventory of painted surfaces that need routine inspection and maintenance; a schedule and protocol for routine visual inspections; forms for documenting routine inspections and essential maintenance performed; and the booklet “Essential Maintenance for a Lead-Safe Home” that describes how to perform essential maintenance.

“Paint Plus” Building Component Inventory

The “Paint Plus” *Building Component Inventory Form* contains a list of all building components within your dwelling unit where paint plus essential maintenance practices was used by the contractor. It is organized first by Room Name, and then lists Building Component and Location in the Room. These are the specific building components that must be visually inspected and properly maintained.

Scheduled Visual Inspections of Building Components

Each of the building components listed on the “**Paint Plus**” **Building Component Inventory Form** must be visually inspected six months from the initial application of the paint and annually thereafter, whenever occupancy changes and immediately after the occurrence of unexpected events which cause deterioration of the painted surfaces. You must do this visual inspection to document that the condition of the paint remains intact.

How to do a visual inspection

When performing your inspection, check each building component for signs of:

- Flaking paint
- Peeling paint
- Cracking paint
- Paint chips
- Dust on window sills
- Dust on the floor

If the building component is damaged and/or needs repair, follow the **Safe Work Practices** referred to in the enclosed brochure, “**Essential Maintenance for a Lead-Safe Home**”.

What to do after your visual inspection

After completing the routine visual inspection, fill in the enclosed form, “**Visual Inspection Form**” to document that you have done your visual inspection(s). Save this form with your Essential Maintenance Practices Plan.

Documenting Essential Maintenance Practices Plan Requirements

Included are forms used to record your Essential Maintenance Practice-related activities. It includes a signature sheet that is to be used to document that you have read and understand the Essential Maintenance Practices Plan requirements.

Forms/Signature Sheet:

- Understanding the Requirements of the Essential Maintenance Practices Plan Signature Sheet;
- Paint Plus Building Component Inventory Form;
- Visual Inspection Form; and
- Essential Maintenance for a Lead-Safe Home brochure.

Understanding the Requirements of the Essential Maintenance Practices Plan

I/We have read and understand the requirements of the Essential Maintenance Practices Plan, and agree to maintain this facility in accordance with the developed Essential Maintenance Practices Plan.

:

Applicant/Owner Signature

Date

Co-Applicant/Owner Signature

Date

UNIT # _____

Building Component Inventory Form

The following listing shows the type and location of those building components where Paint Plus Essential Maintenance Practices was used as a lead hazard control method by a lead abatement contractor to eliminate lead hazards. These are the specific building components that must be visually inspected and properly maintained to prevent lead hazards from redeveloping.

Residential Unit: _____

<i>Room Name</i>	<i>Building Component</i>	<i>Location in Room</i>

UNIT # _____

Visual Inspection Form and Essential Maintenance Record

This form is used to document your visual inspections and essential maintenance actions conducted six months from the initial application of the paint and annually thereafter, whenever occupancy changes and immediately after the occurrence of unexpected events which cause deterioration of the painted surfaces. This helps ensure that the paint on these building components remains in good condition and that the surfaces are not creating lead hazards.

Residential Unit: _____

Room Name	Building Component	Location in Room	Changed Noted	Maintenance Needed	Date Maintenance Completed

INSPECTION DATE

Signature of Lead Inspector