**LEAD HAZARD REDUCTION PROCESS**

Below is a description of what you can expect during your lead hazard reduction process.

**Step 1 Get a Lead and Healthy Homes Assessment**

**Step 2 Fill out a Lead Application and include all requested documents. Return to Isles.**

**Step 3** **If you qualify, you will be notified and Isles will schedule a Lead Inspection for your unit.**

**Step 4** **Isles will create a Scope of Work, discuss the time frame for your project and assign a Contractor to your job.** Your job will fall into one of two categories: Abatement or Remediation. They each have a different process. Your Lead Construction Manager will let you know what type of job you have.

**Abatements:** This means that you have a *Notice of Violation* (NOV) for your unit from the Department of Health (DOH). An NOV means that a child has tested with a high level of lead in their blood. Only Lead Abatement Firms can do this work. This type of job has more rules involved, takes more time to complete and the process must be approved by DOH staff. One important thing about Abatements is that during work, *residents must be relocated for the entire process*. Residents, landlords and anyone not approved by the DOH cannot enter the unit during lead work *and* until the unit is released for occupancy by the DOH staff.

 **Remediation:** These projects are ones in which a unit has lead-based paint hazards as determined by a lead evaluator using dust samples and paint inspection. Remediations can be done by certified Lead Renovation Firms and are monitored by an Isles Lead Construction Manager. During work, residents may **not** enter work areas, but may remain in the unit with access to bathrooms and exits. Work areas are to be cleaned at the end of each day.

**Step 5** For all jobs: once the work is completed, the Isles Lead Construction Manager must schedule a Lead Clearance and get a report that no lead hazard remains in the unit before the job is considered “complete”.

**Step 6** At the end of the project,

* Owners will be asked to fill out a *Lead Hazard Control Completion* form.
* Residents and owners will be asked to fill out a *Customer Satisfaction* form.