

Sample Pre-RRPM Work Notification Form - Common Areas

You can use the following forms to meet the RRPM tenant notification requirement for RRPM activities in common areas.

Work Notice template: Fill out this template and post it in the common areas of the building you are starting RRPM work in.

Record of Tenant Notification Procedures: Fill out this form and keep it in your records to show you have met the requirements for notifying tenants before work begins.

Record of Tenant Notification Procedures

Project Address: _____

Street (include unit number): _____

City: _____ State: _____ Zip code: _____

Owner of multi-family housing

Number of units

Method of giving notice forms (e.g. delivery to units, delivery to mailboxes)

Name of the person delivering notices

Signature of the person delivering notices

Date of delivery

Work Notice

The following Renovation, Repair, Painting and Maintenance (RRPM) work will take place in the following locations:

Activity (for example, sanding or window replacement)

Location (for example, lobby or recreation center)

The work is expected to start on _____ and expected to end on _____.

Be aware that some of the paint or stain being disturbed by this work may contain lead. Most buildings constructed before 1978 have lead paint. Contact the RRPM Supervisor for this project at _____ to request materials to help you learn more and understand your health risk.

Date

Printed name of the RRPM Firm, RRPM Firm – Landlord or UCCO

Signature of Licensed RRPM Supervisor or RRPM Firm – Landlord, or Certified UCCO