

## ***Required WX Site Client File Documents***

### ***This is required as part of the Client file***

**The Admin Client file and WX Site Client Files are usually two different files. Admin stays in the office as it has confidential personal information. The WX Site Client File is a working file, which **MUST** be brought to the client home inspections. After the project is closed-out the files may be combined, or at minimum, both be accessible for Program Monitoring and Client File Inspection.**

- 1. Multi-family—each completed unit must have a client number, e.g., if reporting 8 completions, there must be 8 client numbers. Client names should be included. See pg. 3-24 for exceptions.
- 2. Scope of work for each dwelling unit or building signed by client before WX work begins. For rentals, LTA Addendum signed by landlord before work begins.
- 3. AKWARM reports, including As-Is, Improvement Options Report (IOR) and Post.
- 4. If the year the dwelling unit was built is pre-1978 or unknown, there **MUST** be Certified Renovator Lead Safe documentation in the file, including:
  - Signed Certified Renovator lead paint inspection form, **dated prior to WX work starting**
  - Lead paint inspection test sheet.
  - Renovate Right receipt form signed by client (for single-family or multi-family units), **dated prior to WX work starting**
  - If using a contracted Lead Paint testing company that issues a Lead Paint letter, the person conducting the test must be a certified lead-based paint inspector or Risk Assessor.
- 5. Mold Disclaimer signed by client before work begins
- 6. Asbestos and radon sign-offs before work begins (*DOE-funded projects only*)
- 7. Any other health-and-safety notices issued, signed before work begins
- 8. **SHPO** review required for all dwelling units regardless of age. Documentation of compliance also required if SHPO stipulates conditions for any measures.
- 9. Materials list, with prices if possible
- 10. Home or building diagnostics with blower door figures: Target (BTL), As-Is and Post
- 11. Justification for fuel switch if applicable
- 12. Photos
- 13. Client sign-off on completion of work and on any change orders or Additional Work issued
- 14. Agency WX Post Measures Checklist