

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. If working on Multi-family there must be client numbers and/or names for every completion, i.e. if going to report 8 completions then there must be 8 client numbers or names.
- 2. Scope of work for each house, unit or building in file!
- 3. AKWARM reports, to include Wx As-Is, Improvement Options Report (IOR) and Wx POST AKWARM if completed, in file!
- 4. Is the house or building Pre-1978? If YES, there **MUST** be Certified Renovator Lead Safe documentation in the file – **NO EXEMPTIONS** or forgetting! To include:
 - Signed Certified Renovator lead paint inspection form, **dated prior to Wx work beginning!!**
 - Lead Paint inspection test sheet.
 - Signed Renovate Right receipt form from tenant, **dated prior to Wx work beginning!!**
 - If using a contracted Lead Paint testing company that issues a Lead Paint letter, then the person conducting the test must be a certified lead-based paint inspector or Risk Assessor.
- 5. If house or multi-family is Pre-1978, resident(s) **MUST** have received Renovate Right pamphlet and sign for it **PRIOR** to Wx work starting – **NO EXEMPTIONS** or forgetting!
- 6. Materials list, with prices if possible in file!
- 7. House or building diagnostics with blower door figures: Target (BTL), As-Is and Post in file!
- 8. Photos in file!
- 9. Is house or building older than 45 years, or does it require non-exempt ground disturbing work? If YES, then **SHPO** documents are required to be in file! **NO EXEMPTIONS** or forgetting!
- 10. Mold Disclaimer in file if mold discovered in house.
- 11. Final Inspection Client signature in file!
- 12. Agency Wx Post Measures Checklist