# Vermont Department of Health
# Instructions for Completing Compliance Statement

Vermont Law requires that the owner of the premises of a child care facility built before 1978 completes a Compliance Statement upon completion of Essential Maintenance Practices (EMPs). Property managers who provide maintenance services are also required to complete EMPs, including filing the Compliance Statement, unless their contract explicitly states the property manager is not responsible. Every 365 days, a Compliance Statement must be filed with the Department of Health, the Department for Children and Families, and the property owner's liability insurance carrier.

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*You may wish to use the boxes below as check boxes to help make sure you are completing the form correctly.*

## Identifying Information

The top portion of the statement contains identifying information. Please print legibly.

- ❑ Be sure to include both the name of the owner of the building and the name of the person who operates the child care.
- ❑ Only one owner or the property manager needs to sign the Compliance Statement.
- ❑ All owners' names, addresses, and phone numbers must be listed.
- ❑ If all owner information does not fit in the space provided, use a Compliance Statement Continuation Sheet to list additional owners.

## Essential Maintenance Practices Section

EMPs must be completed for the interior of the child care facility, any common areas to which the children have access inside the building, and exterior and grounds of the building to which the children have access.

- ❑ Be sure to include the EMP Certificate # and date completed for numbers 1–7.
- ❑ On number 1, "Not needed" means that the windows are aluminum or vinyl so no window well inserts need to be installed or verified.
- ❑ On numbers 3 and 6, "None" means that no deteriorated paint needed to be stabilized.
- ❑ On number 4, "No common areas" means the building has no common areas to which the children have access.
- ❑ On number 7, "None" means there were no visible paint chips on the ground.
- ❑ For number 8, the poster needs to be in a location easy to see for individuals who come into the child care facility.
- ❑ Be sure that the owner of the premises or the property manager signs and dates page 2 of the statement.

## Filing the Compliance Statement

The Compliance Statement must be filed with:

- ❑ Vermont Department of Health, Childhood Lead Poisoning Prevention Program, PO Box 70, Burlington, VT 05402-0070
- ❑ Vermont Department for Children and Families
- ❑ The owner's liability insurance carrier

Contact the Childhood Lead Poisoning Prevention Program at 1-800-439-8550 with questions.

# Essential Maintenance Practices Compliance Statement

(in accordance with 18 VSA § 1759)

An EMP Compliance Statement must be filed every 365 days by the owner of the premises of each child care facility. Please print.

Physical Address of Child Care Facility: _____

_____

Original Date of Construction: _____

Name of Owner of Building in which Child Care is located: _____

Name of Child Care Operator/Owner: _____

**I hereby certify that: 1) the following essential maintenance practices were completed on the dates given by the EMP certified person or entity specified for the property listed above; 2) all work was performed using lead safe work practices; and 3) that all information provided on this form is true and accurate. I understand that providing false, incomplete or inaccurate information on this form is unlawful and is punishable by civil and criminal penalties pursuant to Vermont law.**

_____ _____ _____

**Legibly print building owner's or property manager's name** **Building Owner's or Property Manager's Signature** **Date**

_____ _____

**Building Owner's or Property Manager's Address** **Phone Number**

| Name of All Other Building Owner(s) and any Property Management Company | Address | Phone Number |
|---|---|---|
| | | |
| | | |
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**For the Building and Grounds to which Children have access**

| | | EMP Certificate # | Date |
|---|---|---|---|
| 1. | Visually inspected all window wells to verify that inserts were installed in wooden windows or were not needed because windows are aluminum or vinyl. ☐ Not needed | | |
| 2. | Visually inspected all interior surfaces of the child care facility, including common areas, to identify deteriorated paint. | | |
| 3. | Used safe work practices to stabilize deteriorated paint exceeding 1 sq. ft. on interior surfaces within 30 days of inspection or report by tenant. ☐ None | | |
| 4. | Performed annual specialized cleaning in common areas within the building. ☐ No common areas | | |
| 5. | Visually inspected all exterior surfaces of the building to which children have access to identify deteriorated paint. | | |

For the child care facility located at _____
Physical address of child care facility

| | | |
|---|---|---|
| 6. Used safe work practices to stabilize deteriorated paint exceeding 1 sq. ft. on exterior surfaces within 30 days of visual inspection or report by tenant. ☐ None | EMP Certificate # | Date |
| | | |
| ☐ Access to the area by children was blocked if deteriorated paint was identified after November 1 and will be fixed by May 31. | | |

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|---|---|---|
| 7. For any outdoor area, removed all visible paint chips from the ground on the property. ☐ None | EMP Certificate # | Date |
| | | |

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|---|---|---|
| 8. Posted a notice in the child care facility encouraging individuals to report deteriorated paint to the owner or owner's agent. | Location | Date |
| | | |

9. Within 10 days of signing this Compliance Statement, I will ensure that a copy of this Compliance Statement will be filed with the tenant (if any), the Department for Children and Families and my liability insurance company.

_____ _____
Building Owner's or Property Manager's Signature Date

**The date that this compliance statement is received by the Department of Health becomes your annual compliance date for the purposes of fulfilling 18 VSA § 1759.** This means you will be required to complete and file your next compliance statement within 365 days of the date this compliance statement is received by the Department. **Each year** a compliance statement must be given to each tenant and must be filed with the owner's liability insurance carrier and with the **VERMONT DEPARTMENT OF HEALTH, Childhood Lead Poisoning Prevention Program, PO Box 70, Burlington, VT 05402-0070.**

# Compliance Statement Continuation Sheet

*Use only if needed because of additional owners and/or additional lease or rental agreements.*

Continuation Sheet for _____
Address of Rental Property

**Use the spaces below to list additional owners of the rental property included on the Compliance Statement being filed. Attach this sheet to the Compliance Statement.**

| Name of All Other Owner(s) and Property /Management Co., if any | Address | Phone Number |
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**Use the spaces below for additional lease or rental agreements during the time period of the Compliance Statement being filed. Attach this sheet to the Compliance Statement.**

10. Prior to entering into a lease or rental agreement (written or oral), provided to approved tenants a copy of the pamphlet "Protect Your Family From Lead in Your Home" and a copy of the most recent EMP Compliance Statement.

| Unit # | Date gave pamphlet | Date gave Compliance Statement | Date entered into lease or rental agreement |
|---|---|---|---|
| Unit # | Date gave pamphlet | Date gave Compliance Statement | Date entered into lease or rental agreement |
| Unit # | Date gave pamphlet | Date gave Compliance Statement | Date entered into lease or rental agreement |
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| Unit # | Date gave pamphlet | Date gave Compliance Statement | Date entered into lease or rental agreement |

_____ _____
Property Owner's or Manager's Signature Date