



What to Expect from the Burlington Lead Program (BLP) for Landlords

Lead hazard reduction projects can be disruptive and require a lot of planning. BLP tries to coordinate as many details as possible; however your cooperation and the cooperation of your tenants are needed to ensure a successful project. This list details what you can expect during the project:

1. First, you and/or your tenants will be contacted by BLP's testing consultant. The testing consultant will need to enter the units to test all painted and stained surfaces of the building. This will include the interior, exterior and any common areas. You and your tenants do not need to be present for testing; BLP can make arrangements to access the units. Testing may take up to 4 hours per unit.
2. You and your tenants will be sent a copy of the testing report and a report titled "Hazards of Immediate Concern." The testing report details where lead paint is and is not found in the building. This report also includes results of dust-wipe samples. The "Hazards" report sums up these findings to tell your tenants which areas in their apartments they should be concerned about and how they can keep their families lead safe prior to the lead hazard reduction work.
3. A BLP project manager will contact you and/or your tenants to set up a specification writing visit. The project manager will need to enter each apartment unit to check the testing report and to begin formulating a scope of work for the lead hazard reduction project. This visit takes about one hour per unit.
4. After the project manager writes the scope of work, a bid walk-through with the contractors will be scheduled. We will need to enter each unit. This visit will take about ½ hour per unit.
5. After the contract is awarded and if we're replacing windows, the contractor will need to access the inside of the unit to measure the window openings. This visit will take about ½ hour.
6. Windows arrive about 4-6 weeks after ordering. A project start date will be coordinated with the arrival of the windows, as well as with the contractors and tenants schedules.
7. BLP's relocation specialist will contact your tenants to discuss temporary relocation options. Occupants will have to leave the unit for approximately two weeks for their own safety while the lead hazard work is being done. Relocation issues and concerns will be addressed and details finalized well in advance of the project start date.
8. BLP's project manager will schedule a packing visit with the tenants approximately two weeks before the work in the unit starts. Occupants will need to take down curtains, blinds and any personal items on the walls. Typically they will be asked to move their belongings to the center of each room. Most tenants will not need to remove items from the unit. Boxes can be provided by BLP if needed.
9. Tenants will need to relocate the day before the lead hazard reduction work in the apartment begins. Occupants must stay completely out of the apartment the entire time the interior work is being done. The apartment will be dust tested after the work is done to make sure that it is safe to reoccupy. BLP staff will let you and the tenants know when it is safe to move back in.
10. When the lead hazard work is completed some areas will have been primed but not painted. It is the property owner's responsibility to do finish painting inside the unit. Please note that the Burlington Lead Program does not supply screens for windows (unless screens are removed as part of the Lead Hazard Control project). Generally, property owners are responsible for screens.

Please feel free to call us at 865-LEAD with any questions or concerns.