

IEQ/SAFETY CONCERN REPORTING AND REPSONSE PROCUDEURES

Promptly report all IEQ/Safety concerns, no matter how trivial they may seem.

1. Report concerns in writing on IEQ/Safety Concern form.
2. Send to appropriate office to initiate IEQ/Safety concern reporting process.

If you need immediate attention file work order w/maintenance and follow-up with contacting RM. For emergency situations see section 9, IEQ Management Plan.

3. Office of Risk management will then investigate.
4. Following RM investigation, if warranted, appropriate action will be taken for resolution.
5. When the concern is resolved, resolution is documented and interested parties will be inform in writing about measures taken.
6. Information collected is processed and stored.

Indoor Environmental Quality Concern Form

This form can be filled out by the building occupant or by a member of the building staff.

Occupant Name: _____ Date: _____

Department/Location in Building: _____ Phone: _____

Completed by: _____ Title _____ Phone: _____

This form should be used if your concern may be related to Indoor Environmental Quality. Indoor Environmental Quality problems include concerns with temperature control, ventilation, and air pollutants. Your observations can help to resolve the problem as quickly as possible. Please use the space below to describe the nature of the complaint and any potential causes.

We may need to contact you to discuss your complaint. What is the best time to reach you? _____
So that we can respond promptly, please return this form to Eric Thomas, Safety Advisor,
BOE Room 152, or Fax 416-1483, or email thomasel@scsk12.org.

OFFICE USE ONLY

File Number _____ Received By: _____ Date Received: _____