

INDOOR ENVIRONMENT QUALITY CONCERN FORM

For any employee, student, or community member who has a concern about indoor
environmental quality

1. To be filled out by concerned party and given to school secretary and/or Lead Custodian as designated at each school/department.

Date _____ Name _____

List any other concerned parties _____
(for notification of findings)

School _____ Room#/Location _____

NATURE OF CONCERN:

Include a timeline and any history of the problem: Be as detailed as possible. Use additional sheets if necessary.

2. To be completed by school secretary or Lead Custodian

*Work order number _____ (must use **IEQ Concern** as purpose code)

*Mail, email or fax (5093) a copy of this form to Maintenance, a copy to the Lead Custodian, and keep a copy for your records.

*This form should not be used as a substitute for routine work orders such as temperature control, equipment repair, etc.

*Call or email Donna Wood, Facility Services Department, at extension 5081 if you have questions

Form Submitted By: _____ Extension _____

Date: _____ cc: Maintenance

Department, Lead Custodian and IEA