

## **INDOOR ENVIRONMENT QUALITY CONCERN FORM**

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

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**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 Karen Miller, Facility Services Department, at extension 5081 if you have questions

Form Submitted By: \_\_\_\_\_ Extension \_\_\_\_\_

Date: \_\_\_\_\_

cc: Maintenance Department, Lead Custodian and IEA