

Wayne

Township Public Schools

"Always Striving for Safety & Sustainability"

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DATE: February 7, 2019

TO: District Principals



FROM: John Maso, Director of Facilities

SUBJECT: Indoor Air Quality

The District is doing its annual update of The Written Indoor Air Quality Program. Attached is the current form to be used for all building staff to file if they have an indoor air quality complaint. These forms should be kept at your school main office. Once the form is completed the staff member is to submit the form to the Indoor Air Quality Program designated person.

IAQ Designated Person
John Maso
Director of Facilities Management
Office of Building Services
50 Nellie Drive
Wayne, NJ 07470

jmaso@wayneschools.com

Office: 973 633-3053

Cell: 201 697-2446

c: File
W. Moffitt
R. Blanchard

WAYNE TOWNSHIP PUBLIC SCHOOL

INDOOR AIR QUALITY COMPLAINT FORM

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

Occupant Name: _____ Date _____
Building/School: _____ Room #: _____
Phone: _____
Completed by: _____ Title: _____

This form should be used only if your complaint is related to indoor air quality problems include concerns with the temperature control, ventilation, and air pollution. Your observations can help to resolve the problem as quickly as possible. Please use this space below to describe the nature of the complaint and any potential causes.

We may need to contact you to discuss your complaint. So that we can respond promptly, what is the best time to reach you? _____ Please return this form to:

IAQ Designated Person
John Maso
Director of Facilities Management
Office of Building Services
50 Nellis Drive
Wayne, NJ 07470

OFFICE USE ONLY:

FILE NUMBER: _____ Receive by: _____ Date: _____