

Wayne

Township Public Schools

"Always Striving for Safety & Sustainability"

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DATE: November 16, 2017

TO: District Principals



FROM: John Maso, Director of Facilities

SUBJECT: Indoor Air Quality Plan

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's 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 Nellis Drive

jmaso@wayneschools.com

office: 973-633-3053

cell: 201-697-2446

c: File

D. Ayala

D. Fennell

B. Wache

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 _____

Dept/Location in the Building: _____

Phone: _____

Completed By _____

Title: _____

This form should be used only if your complaint is related to indoor air quality. Indoor air quality problems include concerns with temperature control, ventilation, and air pollution. 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:

IAQ Designated Person
John Maso
Director of Facilities Management
Office Of Building Services
50 Nellis Dr.

Office use only:

File Number _____ Received by _____ Date Received _____