

SCHOOL BUILDING SAFETY EXHIBIT
Building Health and Safety Related Complaint

Name _____	Date _____
Division _____	Phone _____
Building _____	Room # _____
Nature of Complaint: (Include a brief description of the area and/or equipment involved in the complaint. Be as specific as possible!)	

For Health & Safety use only

Date Received _____	Rec'd by _____
Methods used to verify the substance of the complaint _____	

Results of any methods used (i.e. tests of inspections) which address the complaint	

Actions taken or being taken to solve the problem: _____	

Does complaint involve a violation of law or contract provision?	
Yes ____ No ____ If yes, actions being taken to mitigate the situation from legal or contractual standpoint: _____	

Adoption date: March 23, 2006