

## NOTICE TO CONTRACTORS

This notice must be signed by all contractors and vendors undertaking any kind of work on the school building facility conducting work in the schools. The original copy will be maintained in the school office. Each contractor must sign into the school Visitor's Log and complete a copy of this Notice.

**To:** All contractors who perform work in [School Name]

**Date:** [Date]

**From:** \_\_\_\_\_

**RE: Presence of Asbestos-Containing-Materials in the [School Name]**

Your work in [School Name] may disturb Asbestos-Containing Materials.

### **Locations of Asbestos-Containing Materials:**

A diagram of known and presumed asbestos-containing materials is attached to this notice. Materials include:

*[List materials in your school]*

Additional asbestos containing materials may be present and you are responsible for confirming whether your work may ~~impact~~affect asbestos containing materials.

### **Disturbing Asbestos-Containing Materials and Presumed Asbestos-Containing Materials:**

- If you suspect a material may contain asbestos, contact the district Designated Person, [Name], at [Phone Number] before disturbing it.
- Personnel must be trained and authorized to disturb asbestos-containing materials.
- Personnel must follow Operations and Maintenance procedures to ensure that school occupants are not exposed to asbestos dust, and ensure that asbestos dust does not contaminate building areas. A licensed Asbestos Contractor is required when more than 3 square feet or 3 linear feet is disturbed.

**Labels** are located on asbestos-containing materials located in non-public mechanical areas. The lack of a label does not demonstrate that the material does not contain asbestos.

Please sign below and return this document to the school receptionist as agreement that you have been notified of the presence of asbestos-containing materials, and your acceptance that you will not disturb suspect asbestos-containing materials without prior authorization.

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

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