



Educational Support Center
 395 South Pratt Parkway
 Longmont, CO 80501
Environmental Compliance Coordinator
 Gregory Hronich
 (O) 303-702-7527 (F) 303-682-7345

INDOOR AIR QUALITY (IAQ)

Occupant Concern Form

INSTRUCTIONS

This form is a component of the St Vrain Valley Schools Indoor Air Quality (IAQ) Program. Use this form to report to your supervisor and the Environmental Compliance Coordinator any concerns you have related to the indoor air quality/environment in your workplace. Indoor air quality concerns may include issues with temperature, humidity, ventilation, odors, or air pollutants that may be causing health or discomfort symptoms. If you have questions when completing this form, contact the Environmental Compliance Coordinator (office number provided in letterhead). When completed, deliver a copy to your immediate supervisor and to the Environmental Compliance Coordinator at: (fax) 303-682-7345 or hronich_gregory@stvrain.k12.co.us

GENERAL INFORMATION

| | |
|--|-----------|
| Building Name: | Date: |
| Room Number: | Name: |
| Department: | Title: |
| Floor Level: | Phone No: |
| Employment Status: <input type="checkbox"/> FT - <input type="checkbox"/> PT hrs/week – other hrs/week | |

CONCERN INFORMATION

What is the nature of the problem?:

Where is the problem experienced (in one or more locations)?

When was the problem first experienced?

When does it occur or when is it the worst (time of day, day of week, related to certain activities/events)?

What do you think is the cause of the IAQ concern?

Other comments:

We may need to contact you to discuss your concern.
 What is the best time to reach you?

Please deliver completed form to your supervisor and the Environmental Compliance Coordinator

Other IAQ COMMENTS OR FACILITY CONCERNS