



**IEQ COMPLAINT FORM - SECTION B (For Head Plant Operator and Site Administrator)**

**INSTRUCTIONS: - Complete Page 2 (SECTION B)**

<b>SECTION B</b>			
<b>Is Complaint related to HVAC system?</b> If "Yes" answer questions 1-7 below If "No" skip to questions 8 & 9			
	No ____	Yes ____	
1. A/C Equipment ID number (if applicable)	No ____	Yes ____	ID # _____
2. Has a Work Order been submitted?	No ____	Yes ____	WO # _____
<b>IMPORTANT: Clearly Note the Work Order is an IEQ complaint with priority.</b>			
3. Do filters require changing?	No ____	Yes ____	
4. Is HVAC equipment functioning properly?	No ____	Yes ____	
5. Are exhaust fans functioning?	No ____	Yes ____	
6. Are there signs of moisture intrusion?	No ____	Yes ____	
7. Are there any obvious odors?	No ____	Yes ____	
<b>8. Head Plant Operator Comments</b>			
<b>9. Principal/Administrator Comments</b>			

**HEAD PLANT OPERATOR** \_\_\_\_\_ (sign or type name) \_\_\_\_\_ (date)

**PRINCIPAL/ADMINISTRATOR** \_\_\_\_\_ (sign or type name) \_\_\_\_\_ (date)



**Section B will be SIGNED AND DATED.**  
Send to Industrial Hygienist at Walter Pownall Service Center, Pony Route \_\_\_\_\_  
or email to [caughey@pcsb.org](mailto:caughey@pcsb.org)

**(This form may be submitted as an email attachment or as a printed hard copy.)**

**IEQ COMPLAINT FORM - SECTION C (For Industrial Hygienist)**

- INSTRUCTIONS:**
- Respond to site and investigate complaint.
  - Recommend work for site-based staff as necessary. Mark with "(S)"
  - Submit work order(s) if needed. Mark with "(M)"
  - Complete Page 3 (Section C)

**SECTION C**  
**Comments/Recommendatioans (Attach IEQ School Walkthrough)**

**NOTE: Work Orders will be clearly identified as an IEQ complaint and prioritized.**

Work Order #	Date	Work Order #	Date

Industrial Hygienist/Other \_\_\_\_\_ (sign or type name) \_\_\_\_\_ (date)



**MAINTENANCE DEPARTMENT WILL SEND FINAL REPORT TO THE FOLLOWING:**

- \_\_\_ GM (General Manager)
- \_\_\_ HPO (Head Plant Operator)
- \_\_\_ PRINCIPAL/ADMINISTRATOR
- \_\_\_ OTHER

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