

OFFICIAL INDOOR AIR QUALITY COMPLAINT FORM

(As required by the West Virginia Board of Education Policy 6202)

This form shall be completed by the complainant and filed with the school principal and the county maintenance department that serves the school.

The county shall provide the complaint log number here: _____

INFORMATION ON THE TIME AND LOCATION OF THE COMPLAINT

County: _____

School: _____

Room or location at school: _____

Date issue was first observed: _____

Date and time issue was reported: _____

INFORMATION ON THE COMPLAINT

Nature of Complaint:

Symptoms:

INFORMATION ON THE COMPLAINANT

First Name: _____ Last Name: _____

What is your role at the school (Staff, Student, Parent): _____

Address: _____

Phone number: _____

Email: _____

Signature: _____ Date: _____