

# OFFICIAL INDOOR AIR QUALITY INVESTIGATION AND RESPONSE FORM

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

This form shall be completed by the principal or designated county official.

The county shall provide the complaint log number here: \_\_\_\_\_

## INFORMATION ON THE RESPONSE AND CORRECTIVE ACTION PLAN

What is the nature of the response (preliminary, revised, final, or confirmed): \_\_\_\_\_

If preliminary, provide pending test results (if applicable): \_\_\_\_\_

What is the date of the initial investigation by the principal or designated county official: \_\_\_\_\_

Was the school's Indoor Air Quality Committee convened, and what was the date if so: \_\_\_\_\_

If yes, was it convened due to an appeal of an initial response: \_\_\_\_\_

Who were the committee members (if applicable): \_\_\_\_\_

What is the response to the complaint, and has the complaint been resolved: \_\_\_\_\_

What was the date of complaint resolution: \_\_\_\_\_

What was the corrective plan of action, including the cost and funding source of the repair: \_\_\_\_\_

West Virginia Department of Education HVAC Technician response (if applicable): \_\_\_\_\_

## INFORMATION ON THE RESPONDENT

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position within the school or county: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_