

***{This is a sample notification to Outside Contractors  
Insert your letterhead}***

***This notice should be distributed annually to all contractors and vendors conducting work in schools where asbestos has been identified, or is assumed to be present. Distribution can be done through email, with a copy maintained in the management plan.***

**TO:** All contractors/vendors who perform work in the \_\_\_\_\_ School District  
**DATE:** September 20\_\_\_\_  
**FROM:** [insert name of designated person or superintendent]  
**RE:** Presence of Asbestos Containing Material in the \_\_\_\_\_ School

- ☐ Your work may disturb Asbestos Containing Materials (“ACM”).
- ☐ An architect has certified that no ACM was used in the construction/renovation

**NOTE:** *This school district does not allow materials that contain asbestos to be installed during repairs, renovations or alterations. All contractors are responsible for determining the content of any materials installed to ensure there is no asbestos. If the material is determined to be ACM after installation, the contractor could be liable for removal costs.*

**Locations of Asbestos Containing Materials**

A list of the known and presumed asbestos containing materials is attached to this notice and is available in each school. You must review the list before conducting any work in this school building. You may be required to sign the contractor log book at the front desk.

**Disturbing Asbestos Containing Materials and Presumed Asbestos Containing Materials**

- If you suspect a material may contain asbestos, contact the district Designated Person, \_\_\_\_\_ *[insert name]* at *[insert phone number]* before disturbing it.
- Personnel who disturb ACM must be properly trained, and use proper equipment and personal protective gear.
- Personnel who disturb ACM must follow the specific Operations and Maintenance Procedures in the school’s management plan 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 linear or square feet is disturbed.

**Warning Signs** are located in non-public maintenance/storage areas. The lack of a warning sign does not indicate that no asbestos containing materials are present.