

**{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. Each contractor should complete a copy of this Notice and sign into the school Visitor's Log. The original copy will be maintained in the management plan.

TO: All contractors/vendors who perform work in the _____ School District
DATE: September 2019
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").

Locations of Asbestos Containing Materials

A list of the known and presumed asbestos containing materials is attached to this notice. You must review the list before conducting any work in this school building.

Disturbing Asbestos Containing Materials and Presumed Asbestos Containing Materials

- If you suspect a material may contain asbestos, contact the district Designated Person, _____ at _____ before disturbing it.
[insert name] [insert phone number]
- 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 areas. The lack of a warning sign does not indicate that no asbestos containing materials are present.

Please sign below and return this document to the school office as agreement that you have been notified of the presence of asbestos, and your acceptance that you will not disturb suspect asbestos containing materials.

Print Name: _____ Signature: _____

Company: _____ Date: _____