Checklist Log

IAQ Coordinator _____ School _____

Use this log to keep track of who has received a checklist, returned checklist(s), unresolved problem(s), problems resolved and corresponding dates.

Also, this log can be used to record distribution of information to parents, school board members, contract service providers, unions, and local media.

Person Receiving Checklist	Location or Room #	Type of Checklist(s) Distributed: School Official(s)	Teacher's Classroom	Administrative Staff	Health Officer/School Nurse	Ventilation	Building Maintenance	Food Service	Waste Management	Renovation and Repairs	Integ. Pest Management	Date: Sent	Date: Received	Problems Require Follow-up	Follow-up Delegated To	Date Completed
														❑ Yes ❑ No		
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