

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, **Phoenixville Area School District** has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted on **[Date of Reinspection]**, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected **[and found to be in good condition]**.

The law further requires an asbestos management plan to be in place by July 1989. **Phoenixville Area School District** developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: **[Name of Buildings]**. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: **[Name the Buildings]**. During the next year, we plan to conduct the following asbestos related activities at the following school buildings **[describe the activities and name the buildings]**.

It is the intention of **Phoenixville Area School District** to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. **[Name of AHERA Designated Person]** is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to **[him/her]** at **[telephone number]**.

### Periodic Surveillance Report

Date of Periodic Surveillance:

Building Name:

Address:

Name of Person Conducting the Periodic Surveillance:

Name of the AHERA Designated Person:

Description of Area Covered by this Report:

What was the condition of the Asbestos Containing Building Materials (ACBM), as described during the last three year reinspection report?

Has the condition of the ACBM in this area changed?

Other comments?

\_\_\_\_\_  
Signature of Person Completing the Periodic Surveillance

\_\_\_\_\_  
Title of the Person Completing the Report

***Note: This periodic surveillance report needs to be given to \_\_\_\_\_, AHERA Designated Person, within 30 days, for inclusion into the AHERA management plan***

#### **Notice to Short Term Workers**

All workers entering \_\_\_\_\_ School must sign in, thereby acknowledging the presence and locations of asbestos containing building materials in \_\_\_\_\_ School. No work will be allowed in the areas listed below without prior approval from \_\_\_\_\_, the AHERA Designated Person for \_\_\_\_\_ School District.

Sign in sheets will be picked up at the time of the six month periodic surveillance and will be placed in the building's asbestos management plan.

Asbestos containing building materials at \_\_\_\_\_ School are located in:  
(List the areas. Examples could include: all floor tile, pipe insulation in the boiler rooms, ceiling tiles in the

*administrative office, etc.)*

[illegible]