Indoor Environmental Quality (IEQ) Concern Report

Please complete this form in its entirety to initiate an indoor environmental quality investigation. Submission of a concern report is according to internal departmental procedures, found on RMS’s website at http://riskmanagement.ok.ubc.ca/health/indoorenvqual.html:

Upon review, follow up action will be taken. (Please Print).

Name: _______________________________   Job Title: _______________________________

Telephone #: ___________________________   e-mail: ______________________________

Building: _______________________________   Specific Location of Concern: ______________

Describe the nature of your concern in detail:

________________________________________________________________________

Are you experiencing any health concerns or conditions that you feel are related to this report?  □ yes  □ no
Have you been absent from work as a result of these health concerns or conditions?  □ yes  □ no

List all causes you might suspect:

________________________________________________________________________

What action would you recommend:

________________________________________________________________________

Are you aware of any other individual that may be affected?  □ yes  □ no
If so, please ask them to fill out a Concern Report following internal departmental procedures.

Completion of this form will initiate an investigation with Risk Management Services.

Concern registered by: _______________________________   Date: _____________________

Signature

________________________________________________________________________

THIS SECTION TO BE COMPLETED BY RISK MANAGEMENT SERVICES

Date Received: _______________________________   By Whom: _______________________________

Further Action Required:

RMS: _______________________________
Facilities Management: _______________________________   Work Order #: _______________________________
WRAP: _______________________________

Last Updated: July 21, 2016

**This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. This information will become part of the Indoor Environmental Quality records. If you have any questions about the collection or use of this information, please contact Risk Management Services at 807-8859.**