

COMPLAINT RESPONSE FORM

Building:		Date:		Inspector:		
COMPLAINT DATA						Page 1 of 2
Complaint Name	Date Received	Description of Complaints (Symptoms or Explanation)	Location	Is Problem On-Going	Occurrences	
					Dates	Times

INITIAL HAZARD ASSESSMENT	
Is this an emergency? Yes _____ No _____	<ul style="list-style-type: none"> - Life threatening situation such as hazardous material spill - Symptoms of Carbon Monoxide poisoning (headaches, dizziness, drowsiness & nausea) - Widespread breathing difficulties such as shortness of breath, chest tightening or respiratory irritation.
If Yes, Action to be Taken:	<ul style="list-style-type: none"> - Evacuate affected areas - Consult Crisis Response Plan - Notify emergency response (911)

ON-SITE INSPECTION

HVAC SYSTEM	Okay	Needs Attention
Outdoor air intake not obstructed and clean		
Outdoor air intake clear of other pollution sources (dumpsters, vent stacks, etc.)		
Outdoor air dampers working properly		
Filters in good condition		
Drip pan clean, no standing water		
Heating/cooling coils clean		
Fan unit operating properly		
Exhaust ventilation working (bathrooms, storage rooms, etc.)		
Recommended Response Actions:	_____	

WATER INCURSION/MOLD	Okay	Needs Attention																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Areas of water incursion or visible mold</th> <th style="width: 20%;">Water Incursion</th> <th style="width: 20%;">Visible Mold</th> <th style="width: 10%;"> </th> <th style="width: 10%;"> </th> </tr> </thead> <tbody> <tr> <td>Carpet</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Drywall</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Ceiling Tile</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Insulation</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Plumbing Chase</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Tunnels</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Hard Surfaces</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Other Porous Materials</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Areas of water incursion or visible mold	Water Incursion	Visible Mold			Carpet					Drywall					Ceiling Tile					Insulation					Plumbing Chase					Tunnels					Hard Surfaces					Other Porous Materials						
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