

**COLUMBIA HEIGHTS PUBLIC SCHOOLS  
EMPLOYEE HEALTH AND SAFETY REPORT FORM**

*District Employee Instructions: Fill out top and submit to Principal/Building Administrator.*

**Submitted by:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Building:** \_\_\_\_\_ **Location/Room #** \_\_\_\_\_

**Specific Concern:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This portion to be filled out by Manager of Operations  
and filed when case is complete.*

**Operations Department Follow-Up:**

**Response #:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Investigated By:** \_\_\_\_\_ **Date Investigated:** \_\_\_\_\_

**Type of Concern: Safety, Indoor Air Quality, Asbestos, Lead, Other:** \_\_\_\_\_

**Findings:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Building Operations involvement:** \_\_\_\_\_

**Follow-Up/Date (Explain):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Replied in writing? (Yes/No) Date:** \_\_\_\_\_

**Report produced? (Yes/No) Date:** \_\_\_\_\_

**Problem resolved? (Yes/No) Explain:**

\_\_\_\_\_  
\_\_\_\_\_

*Employee sends original to: Principal/Building Administrator*

*Principal sends copies to:   Lead Custodian for building  
  Tom Foley, Manager of Buildings and Grounds*