UPEI
UNIVERSITY
of Prince Edward
ISLAND

University of Prince Edward Island
Indoor Air Quality Complaint Form

This form can be filled out by the building occupant or by a member of the building staff.

Occupant Name: _____ Date: _____

Department / Location in Building: _____ Phone: _____

Completed by: _____ Title: _____ Phone: _____

This form should be used if your complaint may be related to indoor air quality. Indoor air quality problems include concerns with temperature control, ventilation and air pollutants. Your observations can help resolve the problem as quickly as possible. Please use the space below to describe the complaint and any potential causes.

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We may need to contact you to discuss your complaint. What is the best time to reach you? _____

So that we can respond promptly, please return this form to: Facilities Management
Central Utility Building

_____

Office Use Only

File Number: _____ Received By: _____ Date Received: _____