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MEMORANDUM

April 17, 1989

To: Messrs. Dyer, Jacobson, Nelson, O'Connor, Trisler
From: Kurt L. Malmgren *KLM*
Subject: Indoor Air Quality Inspection Procedures

Since you have or will soon have labor consultants in your regions, the attached procedural document will be of interest.

ACVA building inspections have been helpful in a number of locations in educating lawmakers and others to the true, serious causes of indoor air pollution. Often, such inspections are facilitated through unions concerned with the quality of the air in their worksites. The Labor Management Committee has a limited budget to assist unions with these building studies.

Since the budget is limited and since we at headquarters have to be on top of building inspection schedules, please follow the guidelines set forth by Susan Stuntz. The most efficient way to handle this is to work possible building studies through Walter Woodson. In this way, we can ensure an orderly process, and you, Susan and Walter can iron out the many details associated with the ACVA inspections.

This procedure should be followed even if the potential building study is not generated by labor consultants and union officials. If you see a benefit to an ACVA building study, and unions are not involved, you still must discuss the possible study with Walter before offering to assist in lining up an inspection.

Remember that ACVA has a full schedule, and it takes two-to-four weeks after a building study request before the actual inspection can take place. It takes another month or so before the ACVA report is completed.

If you have questions about this, please discuss them with Walter.

Attachment

cc: Ms. ✓ Stuntz and Messrs. Emrick, Minshew, Woodson

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