

TO: *Michigan Conference K-12 Principals*

FROM: *Duane Roush, Designated Person for Asbestos*

SUBJECT: **ANNUAL NOTIFICATION LETTER REGARDING ASBESTOS**

Please follow the steps below for your school:

1. **Choose the appropriate attached letter** of notification for your school. One is for schools without asbestos, and the other for schools containing asbestos. (**Schools Without Asbestos:** Ann Arbor, Bluff View, Cedar Lake, Charlotte, Grayling, Greater Lansing, Hastings, Holland, Ionia, Marquette, Metropolitan, Mount Pleasant, Oakwood, Pine Mountain, Pittsford, Traverse City, Troy, and Wilson.)
2. **Personalize the chosen letter** and copy or retype it onto your **school's letterhead** (or onto a sheet of paper with your school's name and address). Sign your name above the word principal. The idea is to personalize it the easiest way that you can.
3. **Mail this letter** to the individuals on your mailing list and others who are regular building occupants for school related purposes, not social or church related purposes.
4. **Place a copy of this letter** as sent in your Management Plan Notebook (AHERA) in front of section 7.
5. **Mail a copy of your letter** on school letterhead to the Conference Office of Education with your final report.

Thank you for your help in keeping our schools in compliance with the AHERA Law.

TO: *Parents, Guardians, Teachers, Teacher Assistants, Janitors, Custodians, Maintenance Personnel, and Regular Building Occupants*

DATE:

SUBJECT: *ANNUAL NOTIFICATION AS REQUIRED BY A.H.E.R.A. FOR SCHOOLS WITHOUT ASBESTOS*

The Michigan Conference of Seventh-day Adventist has conducted an extensive asbestos inspection of all conference schools. Based on the finding of this inspection, a comprehensive management plan was drafted for our school and approved by the State of Michigan Department of Public Health.

I am happy to inform you that our school has no asbestos containing materials. However, this annual notification is still necessary to inform you of this fact.

This plan is available at the school for inspection without cost or restriction during normal school hours.

If you need additional information, please contact me or the Designated Person for Asbestos in the Office of Education at 517-316-1550.

Principal

TO: *Parents, Guardians, Teachers, Teacher Assistants, Janitors, Custodians, Maintenance Personnel, and Regular Building Occupants*

DATE:

SUBJECT: *ANNUAL NOTIFICATION AS REQUIRED BY A.H.E.R.A. FOR SCHOOLS CONTAINING ASBESTOS*

The Michigan Conference of Seventh-day Adventist has conducted an extensive asbestos inspection and reinspection of all conference schools. Based on the finding of this inspection, a comprehensive management plan was drafted for our school and approved by the State of Michigan Department of Public Health. The Management Plan is updated on a regular basis according to AHERA Law. This plan details the response actions we may take regarding asbestos containing materials found in our building.

This plan is available at the school for inspection without cost or restriction during normal school hours.

If you need additional information, please contact me or the Designated Person for Asbestos in the Office of Education at 517-316-1550.

Principal