

Date

Name

Title

Tenant or Occupier of Building Space

Address

Re: Asbestos-Containing Materials in (Building Name)

Dear (Name)

Loyalist College of Applied Arts and Technology, as owner, is required by Ontario Regulation 278/05, Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations, made under the Occupational Health and Safety Act, to notify you about the presence of asbestos-containing materials in the area occupied by (*tenant or occupier of building space*) in the (*building name*).

The following are the asbestos-containing materials (ACM) and where they may be present in the area occupied by (*tenant or occupier of building space*):

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The College maintains a current asbestos inventory of College facilities with asbestos-containing materials. These inventories provide greater detail about the types and location of asbestos-containing materials within a building than the information provided above. If you or your employees wish to see an inventory for your premises, it is accessible through the Facilities Services office (2L5). The College updates these inventories on a regular basis.

The College has in place an Asbestos Management Program (AMP) to properly manage the asbestos-containing materials in its buildings. In keeping with this AMP, please ensure that the following measures are taken:

- 1) Inform your employees of the presence of asbestos-containing materials in their premises.
- 2) When your employee's activities are in proximity to asbestos-containing materials, ensure they are aware of precautions to be taken to prevent disturbance of or damage to such materials.
- 3) If your employees discover any suspected asbestos-containing materials that have not been identified on the inventory or asbestos-containing materials that are damaged or deteriorated (e.g. broken pipe insulation, damaged ceiling tiles), these must be immediately reported to Facilities Services for prompt corrective action.
- 4) Any building work which may involve the disturbance of asbestos-containing materials (renovations, installations, etc.) must only be conducted with the approval of a Facilities Services Manager who will ensure that the work complies with the Asbestos Management Program.

Should you have any questions or concerns regarding asbestos in your premises, please contact the Director, IT & Facilities Services at (613) 969-1913 Ext 2356 or [mkirkpatrick@loyalstc.on.ca](mailto:mkirkpatrick@loyalstc.on.ca). Please return the attached acknowledgement to Audrey Mitchell in Procurement [purchase@loyalstc.on.ca](mailto:purchase@loyalstc.on.ca).

Sincerely,

Mark Kirkpatrick  
Director, IT and Facilities Services

Copy: Audrey Mitchell

## TENANT ACKNOWLEDGEMENT

**I acknowledge that the following measures have been taken:**

- 1) Employees have been informed of the presence of asbestos-containing materials in their premises.
- 2) Employees have been made aware of precautions to be taken to prevent disturbance of or damage to asbestos-containing materials when their activities are in proximity to such materials.
- 3) Employees have been informed that if they discover any suspected asbestos-containing materials that have not been identified on the inventory or asbestos-containing materials that are damaged or deteriorated (e.g. broken pipe insulation, damaged ceiling tiles), these must be immediately reported to Loyalist College's Facilities Services for prompt corrective action.
- 4) Employees have been informed that any building work which may involve the disturbance of asbestos-containing materials (renovations, installations, etc.) must only be conducted with the approval of a Loyalist College Facilities Services Manager who will ensure that the work complies with the Asbestos Management Program.

<b>Tenant or Occupier of Loyalist College space:</b>
<b>Company Representative:</b>
<b>Signed:</b>
<b>Date:</b>

<p align="center"><b>RETURN SIGNED FORM</b> to Procurement Services (Audrey Mitchell) in 3H22 or by e-mail to <a href="mailto:purchase@loyalistic.on.ca">purchase@loyalistic.on.ca</a></p>
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