

# ARCHDIOCESE OF CHICAGO

Facilities and Construction Department



835 N. Rush Street  
Chicago, Illinois 60611-2030

TO: All Pastors, Principals and Maintenance Personnel  
FROM: Kevin O'Malley  
DATE:  
MEMO: Yearly Notification to Parents Regarding Asbestos

**Instructions  
For Form C  
Annual Parent Letter  
Due by October 1**

One of the major requirements under the Federal Asbestos Laws is that every school must notify, in writing, on a yearly basis all parents, teachers and employee organizations about the availability of their asbestos management plan. Each school also needs to include in the management plan a description of the steps taken to notify such groups, and a dated copy of the notification. As always, a copy of this notification must be sent to the Pastoral Center for inclusion into your parish's Archdiocese management plan.

If your school **HAS NOT** performed any asbestos work, (i.e., removal, encapsulation, enclosure, etc.) then:

- \*Reproduce the original notification letter found on the other side of this page on your letterhead. (You may type your own letter in your own words, as long as it contains the necessary information).

- \*Change the date to reflect the current date

- \*Send out the letter

- \*Include a copy of the letter in your management plan, along with a description of how the letter was sent, that is: by mail, via student, as handouts at parent/teacher meetings, etc.

- \*Send a copy of the letter and a description of how it was sent to the Pastoral Center

If your school **HAS** performed any asbestos work, (i.e., removal, encapsulation, enclosure, etc.) then:

- \*Follow the five steps listed above

- In addition, include a statement at the bottom of the letter describing the asbestos work done.

**For example:**

"Due to a boiler problem, our school found it necessary to remove asbestos from the boiler room. Further details of this project are located with the management plan"

"In July, we removed asbestos containing pipe insulation from the cafeteria. This was the first step in a five year renovation process. Further details of this project are located with the management plan"

"For better long-term maintenance of our asbestos ceilings, we had all of the ceilings encapsulated. Further details of this project are located with the management plan"

*If you have questions, please contact Kevin O'Malley at 312-534-8342 or Scott Adams at 312-534-5356*

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Facilities and Construction Department



835 N. Rush Street  
Chicago, Illinois 60611-2030  
(312) 534-8342

FAX (312) 534-9805

DATE: September 27, 2018  
TO: Parents, Teachers and all other School Employees  
FROM: Kevin O'Malley / Sharon Garcia  
RE: Notification Letter Concerning Asbestos Content & Management Plan for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify and asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damage.

Our school has been inspected and some asbestos containing materials were identified in the building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Our school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

Last June asbestos pipe insulation was removed in the girls' and boys' washrooms of the school gymnasium as part of the remodeling plan of that area of the gym. A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

Sincerely,

Sharon Garcia  
Principal