



Administrative Procedure

Category:	Procedure:	
Business Management	Notification of Potentially Hazardous Conditions – Interior Paint and Refinish	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-120-3	June 1997	

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NOTICE OF INTERIOR PAINT AND REFINISH MEMORANDUM (SMO2A)

1. This memorandum will be delivered to the school to distribute to the school staff and also to the student body to present to their parents.
2. The purpose of this memorandum is to inform all appropriate parties that this process will be taking place in the facility and also to inform them of precautionary measures that will be taken to ensure the welfare of the student body and staff.
3. This memorandum will contain a listing of materials scheduled to be used in this process.
4. This memorandum will be used for both interior wall refinish and for refinish of gymnasium wooden floors.

DISTRIBUTION OF INTERIOR PAINT AND REFINISH INFORMATION TO PARENTS AND STAFF OF SCHOOLS (SMO2B)

1. This memorandum is to request distribution of the Notice of Interior Paint and Refinish Memorandum (SMO2A).