Checklist Log

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IAQ Coordinator	School	

Use this log to keep track of who has received a checklist, returned checklist(s), unresolved problem(s), problems resolved and corresponding dates.

Also, this log can be used to record distribution of information to parents, school board members, contract service providers, unions, and local media.

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Person Receiving Checklist	Location or Room#	100/10	1000	A Julian	î Mogi				\$ 150 M	Keng,		Ser	Date nt Rec	eived	Problems Require Follow-up	Follow-up Delegated To	Date Completed
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