

REA Health and Safety Report

November 2022

There are MANY health and safety concerns with the buildings. Therefore, to help me help you: Please, follow these guidelines when reporting issues.

- 1. Indicate the building.**
- 2. Indicate where the issue is taking place.**
- 3. Indicate the specific issue.**
- 4. Indicate that you talked to administration - names and dates.**
- 5. Timeline of events. With any actions take. For example, work order placed on (date). AC contractors looked at vent, however, was not fixed on (date).**

I was unable to attend the last meeting. Please, let me know if you want me to check on anything or have any concerns. I will address them in November if I can attend or e-mail beforehand if it's an ongoing concern.

The next meeting will be on November 18, 2022. Please, give me issues and details before that meeting.

- If you have any questions or concerns, please contact me or the REA office.

Respectfully Submitted,

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