

**American Federal of Government Employees
Local**

MEMORANDUM

Date:

To:

From:

Subject Health & Safety Complaint: Mold

Pursuant to Article 9, Sections 3.A. 5., this is notice that I have received a report that there is mold and/or wet conditions in the following area(s) of the office:

In accordance with Article 9 Section 3.A.4., I am requesting that you investigate this report and notify me of your actions to correct the item(s) listed above by close of business .

Per Article 9 Section 4.C., if you are unable to correct this hazard within 30 days, you should complete an abatement plan (form SSA-127) which includes:

- The reason for the delay,
- Proposed timetable for abatement and
- A summary of steps being taken in the interim to protect employees.

I am also requesting copies of all written notices (including the SSA-127) pertaining to this issue on a flow basis (See Article 9 Section 3.A.7.).