

**American Federal of Government Employees  
Local**

**MEMORANDUM**

**Date:**

**To:**

**From:**

**Subject:** Report of Temperature Extremes

This is to notify you that I have received a complaint that the office temperature is too . Specifically, temperatures in the office for the period and continuing have ranged between and .

I am referring this matter to you as the management health and safety representative in accordance with Article 9, Section 8, as we do not have a committee. Please arrange for the appropriate officials to conduct an indoor air quality study as soon as possible and notify me of the date and time of the inspection.

I am also requesting copies of any written notices generated as a result of this report on a flow basis (See Article 9 Section 3.A.8).