

*The School Board Of Broward County, Florida*  
**Facilities & Construction Management**  
Michael C. Garretson  
Deputy Superintendent

July 16, 2009

TO: All Principals  
All Work Location Supervisors

FROM: Michael C. Garretson *Signatures are on File*  
Deputy Superintendent

VIA: Area Superintendents

**SUBJECT: ANNUAL NOTIFICATION OF ASBESTOS HAZARD EMERGENCY  
RESPONSE ACT (AHERA) RELATED ACTIVITIES**

This memorandum is to inform you that, since last year's notice, a substantial number of asbestos abatement projects have been completed. These projects were in coordination with planned facilities renovation projects and maintenance activities. The documentation referencing these abatement projects, together with the required six-month inspections and three-year re-inspections have been, or are being, added to each school's management plan.

A copy of the AHERA Management Plan is available for public and outside vendor inspection in each school and/or facility. The management plans include information regarding the identification and location of asbestos containing materials at the facility. Additionally, a complete library of AHERA Management Plans of every school and facility is located in the Environmental Coordination Section of the Facilities & Construction Management Division, 1700 SW 14<sup>th</sup> Court, Ft. Lauderdale.

**Refrain from Disturbing Asbestos Containing Building Materials (ACBM).** All maintenance employees, facilities service persons, and outside vendors working on the building's physical structure, i.e., floors, base, walls, ceilings, plenum spaces, HVAC systems and electrical systems, are to refrain from disturbing, performing any work on, or abatement of Asbestos Containing Building Materials (ACBM).

**Be advised that AHERA requires removal of asbestos containing materials prior to any renovation or maintenance activities that will disturb the asbestos.**

The Environmental Coordination Division may need to schedule an asbestos abatement at your facility during the course of the year to remove these materials prior to maintenance or renovation activities.

Additionally, AHERA requires that all maintenance and custodial staff, who may work in a building that contains ACBM, receive Asbestos Awareness Training of at least 2 hours. New custodial and maintenance employees shall be trained within 60 days after commencement of employment.

The Environmental Coordination Section of the Facilities & Construction Management Division provides this training. Please check **Employee Self Service (ESS) Professional Development Course Catalog**.

If you have any questions related to asbestos at your facility, please call the District's Asbestos Coordinator, Robert Krickovich in the Environmental Coordination Section of the Facilities & Construction Management Division at 754-321-1638.

**This letter must be:**

- 1) Posted
- 2) Made part of your AHERA Management Plan
- 3) Sent to all parents of your school

MCG/DJR/RK:sat

cc: School Board Members  
Senior Management  
Area Directors  
DAC  
PTA