

**TO: Employees, Parents, Parent-Teacher Organizations,
Building Occupants and their Legal Guardians**
FROM: Incarnate Word Academy
SUBJECT: Asbestos Inspection/Management Plan
DATE: August, 2010

Dear Sir/Madam:

Federal Law now requires all schools to inspect their building for asbestos-containing materials and to develop management plans for those materials found.

Our school has completed this Inspection/Management Plan Health. The plan is currently in effect. If and when the Ohio Department of Health requests changes, the revised plan will then apply.

The asbestos Inspection/Management Plan is available for review, by appointment, during our regular business hours. If you have an interest in seeing this report, please contact the school office for an appointment. All appointment requests will be honored within five working days of their receipt. Copies of the Inspection/Management Plan will be made available, upon written request, for the cost of reproduction.

Sincerely,

School Administrator

Facility Supervisor