



Memo

TO: Allen Beckner, Dean OTC-SW
Scott Harris, Dean OTC-NE
Chuck Locklear, Dean OTC-NW
Bonnie Crowson, Dean OTC-SE
Jim Williams, Facility Manager
Shelley Rose, Director of Communications and Marketing

FROM: Ronald A. West, Manager
Facility Operations and Transportation

DATE: July 24, 2006

SUBJECT: Asbestos and Pesticide Advisory

CC: Mary Kaye Aukee, Director of CFE
Dr. C. Danford Austin, Deputy Superintendent
Robert Moore, Deputy Superintendent

Attached, please find notification of the Asbestos Management Plan and Pesticide Advisory for all parents, students, and staff. In accordance with Federal and State Laws, this notification is to be placed in your buildings, as well as in annual student and staff newsletters. Note: Please forward a copy of the newsletter, in which this notification was included, to my attention for record keeping purposes. Thank you in advance for your cooperation in this matter.

Should you require further information, contact me at 248.209.2224.

FACILITIES OPERATIONS AND TRANSPORTATION

Ronald West, Manager

248.209.2224

FAX 248.209.2523