



# **Cape Henlopen School District**

## Indoor Air Quality Complaint Procedures

Per Title 14 §4303, any individual desiring to submit a complaint regarding indoor air quality within the Cape Henlopen School District facilities must do so formally and in writing utilizing the prescribed form.

Complaint forms may be found by utilizing the following link, [www.capehenlopenschools.com/operations](http://www.capehenlopenschools.com/operations), and must be fully completed and submitted to the Supervisor of Facilities, Cheyenne Rivera, so the District may investigate potential issues, take any action(s) as deemed appropriate, and follow-up with associated parties.

\*To maintain HIPPA compliance, any medical condition or protected information must be documented and coordinated through the Human Resources Department, Supervisor of Human Resources, Ned Gladfelter.