

Notification to Tenant Representative of Leased Space

Name
Title
Tenant of Leased Space
Address

Date

Re: Asbestos-Containing Materials in (Building Name)

Dear (Name)

The University of Guelph, as owner, is required by Ontario Regulation 278/05, Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations, made under the Occupational Health and Safety Act, to notify you about the presence of asbestos-containing materials in the area occupied by (tenant of leased space) in the (building name).

Following are the asbestos-containing materials that may be present in the area occupied by (tenant of leased space):

- (Asbestos-containing material 1)
- (Asbestos-containing material 2)
- (Asbestos-containing material 3), etc.

The University maintains an inventory (Hazardous Materials Inventory System – HMIS) of University facilities with asbestos-containing materials. This inventory provides greater detail about the types and location of asbestos-containing materials within a building than the information provided above. The University updates the inventory on a regular basis. If you or your employees wish to see an inventory for your premises, it is accessible through the Environmental Health and Safety (EHS) website or through the EHS office. Contact the [Health and Safety Consultant \(Facility Safety\)](#) for access to the inventory.

The University has in place an Asbestos Management Program (AMP) to properly manage the asbestos-containing materials in its buildings. In keeping with this AMP, please ensure that the following measures are taken:

- 1) Inform your employees of the presence of asbestos-containing materials in their premises.
- 2) All activities that involve or in the proximity of asbestos-containing materials must be conducted in a manner so as not to disturb or damage such materials.
- 3) Any asbestos-containing materials or suspected asbestos-containing materials which are found to be damaged or deteriorated (e.g., broken pipe insulation, damaged ceiling tiles) must be immediately reported to the Physical Resources work order desk or prompt inspection and repair.
- 4) Any building work which may involve the disturbance of asbestos-containing materials (renovations, installations, etc.) must only be done through the appropriate University authority who will ensure that all procedures comply with the University's Asbestos Management Program.

Thank you for your cooperation. If you have any questions or concerns regarding asbestos in your premises, please contact the Real Estate Division or Environmental Health and Safety (EHS) (519) 824-4120 Ext 53282 or at ehs@uoguelph.ca

Sincerely,

Health and Safety Consultant (Facility Safety)-EHS