

School Letterhead

Date

**ASBESTOS MANAGEMENT PLAN
ANNUAL NOTICE OF AVAILABILITY**

To Staff, Parents/Guardians, and Students:

This notice serves to fulfill annual notification requirements in accordance with Section 763.93 of the *Asbestos Hazard Emergency Response Act (AHERA)*. AHERA requires that all school buildings be visually inspected by accredited inspectors to identify all asbestos-containing building materials (ACBM) that may be present in the school, and to maintain records of all activities related to inspections, removal and maintenance of ACBM. As required under AHERA, **[NAME OF SCHOOL]** must maintain an Asbestos Management Plan (AMP) and keep the AMP on file at the school, and the School Administrative Unit Office. The AMP is available for review during school hours, Monday through Friday.

For additional information, please contact our Local Educational Agency Designee, **[NAME OF DESIGNEE]** at **[PHONE NUMBER]**, or **[E-MAIL]**.

Sincerely,

TITLE [e.g., Principal, Headmaster, Head of School, etc...]
[NAME OF SCHOOL]

cc: Faculty
Staff
Parents/Guardians
School Website