



CARDBOARD ON YOUR FLOOR?

To Whom It May Concern,

You may have wondered why there is cardboard over your floor tile. This is because your floor tile is either damaged or becoming damaged by your chair. Damaged floor tile is a concern to the University because floor tile could contain asbestos. Under normal conditions this does not pose a health risk to building occupants. However if floor tiles become damaged, asbestos has the potential to get into the air where it can be a hazard. In order to address this issue, the following steps have been set up to better protect you.

Step One: Cleaning

Your area has already been thoroughly cleaned to remove any debris that may have been present from the damaged floor tile. In order to prevent further damage to your floor tile, the cardboard was placed as a temporary floor mat, until you can obtain a permanent floor mat.

PLEASE DO NOT REMOVE THE CARDBOARD. It will be safely removed for you when appropriate. Please report damaged cardboard to Custodial Services at 206-685-1500.

Step Two: Obtain a Floor Mat

You are responsible for obtaining a floor mat. Any floor mat that is meant for hard flooring can be used; however there are certain floor mats that you can obtain at a significant discount.

Your department can obtain the following discounted floor mat through Office Depot on eProcurement.

Name: Office Depot Hardwood Floor Chair Mat, Contour, 39"x 49", clear

Item #: 478490

Manufacturer: OD76800

Step Three: Wax Floor

Once you have obtained a floor mat, please notify Custodial Services at 206-685-1500. They will safely remove the cardboard, wax the floor and place your mat down for you.

If you have questions, please do not hesitate to contact:

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For more information please attend the Asbestos General Awareness Class.

See <https://www.ehs.washington.edu/psotrain/index.shtm>