**Asbestos Information Request Form (AIRF)**

*All sections to be completed in Microsoft Word. Guidance Notes are provided overleaf.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Request:** Completed by Originator and emailed to: [asbestos.management@admin.cam.ac.uk](mailto:asbestos.management@admin.cam.ac.uk) | | | | | | | | | | | | | | | | | | |
| Date |  | | | Name | | | |  | | | Dept/ Company | | |  | | | | |
| Telephone |  | | | Mobile | | | |  | | | Email | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Building Name |  | | | | | | | | | | Micad Building Code | | | | |  | | |
| Rooms/ Areas & Micad Room Code(s) | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Reason for Investigation  *(indicate with 🗸 or yes)* | | Information from Asbestos Register/ Survey Report | | | | Project Activity - Construction, Refurbishment or Demolition Activity | | | | Maintenance Activity - Assessment Prior to Service/ Maintenance/ Repair | | Damaged Material Investigation – suspect or known ACM | | | | | Other | |
|  | | | |  | | | |  | |  | | | | |  | |
| Project/ Maintenance Activity Description  &/or  Additional Information | | *Please provide detail below:* | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Access  Arrangements | |  | | | | | | | | | | | | | | | | |
| Anticipated  Response Time  *(indicate with 🗸 or yes)* | | Urgent (within 2 hours**†**)  (eg disturbance of known/suspect ACM) | | | | | | | Priority (within 1 week**†**)  (eg inspection/ testing suspect material) | | | | Standard (1 – 3 weeks**†**)  (eg planned/ proposed activity) | | | | | |
|  | | | | | | |  | | | |  | | | | | |
| * **Urgent requests should be made to the Asbestos Team by telephone on 01223 (3)37784** * Verbal requests must be followed by submitting an AIRF | | | | | | | | | | | | | | | | | | |
| **2. Response:** Completed by ED Asbestos Team and returned to Originator | | | | | | | | | | | | | | | | | | |
| *Please read information provided (including embedded documentation) in its entirety*. | | | | | | | | | | | | | | | | | | |
| Materials Identified | | |  | | | | | | | | | | | | | | | |
| Reference Reports | | | | | | | | | | | | | Date | | |
|  | | | | | | | | | | | | |  | | |
| **Guidance/ Actions Required** | | |  | | | | | | | | | | | | | | | |
| Observations/ Precautions | | |  | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | |
| AIRF Returned To | | | | | | |  | | | | | | | | Date | | |  | |
| Return By (ED Asbestos Team) | | | | | | |  | | | | | | | | Date | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Asbestos Register Updates:** Completed by ED Asbestos Team | | | | |
| Register Updated By (ED Asbestos Team) | |  | Date |  |
|  |  | | | |
| **4. AIRF Reference:** Assigned by ED Asbestos Team | | | | |
| AIRF Ref |  | | | |

**Guidance Notes**

**1. Request** – completed by the Originator

The originator is requested to fill out the Request section of the form in full.

Details for University building name, including the Micad building code, Micad room codes and reason for investigation must be completed so that the location can be accurately identified by the Asbestos Team.

Reasons for the investigation and access arrangements (ie times, site contact details/ tel. numbers, keys etc) must be provided.

The request may necessitate a site visit by the Asbestos Team. For building related works, this visit will need to take place prior to, and separately from, the actual work start date. This site visit may also require attendance of a person able to provide further detail and clarification of the intended scope of work.

An appropriate anticipated response time should be entered so that AIRFs can be suitably prioritised e.g. reporting damage sustained to a known asbestos containing/ suspect material will have a higher response priority than a proposed refurbishment project.

**Please note: ‘ASAP’ is not an appropriate anticipated response time.**

† Due to variations in Asbestos Team workload, listed response times provided on the AIRF must be considered as an approximation.

**2. Response -** completed by the Asbestos Team only

It is essential that AIRF Response information and the documents provided are read in full.

*Materials Identified* will be based on the outcomes of reference data and any supplementary investigations e.g. survey, inspection, air or bulk sampling, laboratory analysis.

*Guidance/ Actions Required* are associated to the originator’s reason for the investigation and will state any further action that is envisaged to be required or where further investigation/ abatement is necessary.

*Observations/ Precautions* will provide further comments including limitations of the currently held data, survey constraints, aide-mémoire, confirmation of UoC Policy, best practice or statutory requirements. Observations/ Precautions together with Materials Identified underpin the Guidance and Actions Required.

The Asbestos Team will issue a formal response to the originator, and include other recipients where applicable or instructed.

**3. Asbestos Register Update -** completed by Asbestos Team only

The Asbestos Register will be updated by the Asbestos Team, as appropriate.

**4. AIRF Reference -** completed by Asbestos Team only

ED Asbestos Team will assign a unique reference number to the Form. A copy will be retained by Estates Division for information and record purposes.