



# Asbestos Information Request

This form should be completed by those requiring information regarding asbestos.

**REQUEST** to be completed by Originator

<b>Date:</b>	<b>Name:</b>	<b>Tel:</b>
<b>Dept:</b>	<b>Building:</b>	<b>E-Mail:</b>

State below all relevant details regarding the areas or materials [ACMs] you require investigating including reason for the investigation, requirement for survey and any time constraints. If refurbishment or space planning or ITC/services works are the reason for the request, please attach layouts/routing.

Your request should then be forwarded to the Asbestos Manager, Martyn Fisher, by e-mail to [m.fisher@lse.ac.uk](mailto:m.fisher@lse.ac.uk) together with all supporting documentation.

<b>Building:</b>				<b>Floor/Room:</b>		
<b>Purpose of investigation:</b>						
<b>Project Type</b>	Refurb /Demo	Space Re-Config	Maintenance	ITC	ACM	Others (specify)
✓ as required						
<b>Access arrangements:</b>			<b>Anticipated time scales:</b>			

Sign below to confirm that you have read the Asbestos Management Policy and included all relevant information necessary for your request to be processed.

Sign \_\_\_\_\_

**RESPONSE** to be completed by the Asbestos Manager and issued to the Originator

<b>Materials identified:</b>	
<b>Precautions/ action req'd:</b>	

**UPDATES** to be completed by Asbestos Manager

Issued to:		Register checked by:		Register updated by:		Date:	
Site Visit:	Yes / No	Date:		Information Request Number:	IRF/		