

**District Facilities Planning, District Construction & Support Services
Corrective Action Notice – AR 6601**

Date: [Date]

To: Responsible Administrator (RA)
[Name]

From: District Office Facilities (DO Facilities)
Facility Planning, District Construction and Support Services

Re: Corrective Action Notice # [Enter# and Description]

The District’s Department of Facilities Planning, District Construction & Support Services has identified the following items (code violations; fire, life and safety deficiencies; etc.) that require corrective action.

Failure to address the item(s) in a timely manner may cause the removal, closure, or disruption of services related to the deficiency in question until such correction action is completed, depending on the nature and scope of work that is required.

- [Description of condition observed, date observed, etc. There are code compliance questions that need verification and require your immediate attention as this may be in violation of Board Policy and Administrative Regulation 6601 *Facility Modification and New Construction.*]

Action Requested:

- [Description of requested items, follow-up, action, etc.]

Facility Planning, District Construction & Support Services Reviewers:

Director:
Name: _____ Initial: _____ Date: _____

Assistant Vice Chancellor:
Carri M. Matsumoto
Signature: _____ Date: _____