

***\*Please print/write legibly***

E-mail form to: dagsrmo@hawaii.gov

**TO:** Tracy S. Kitaoka, Risk Management Officer  
DAGS – Risk Management Office

**FROM:** \_\_\_\_\_

**REQUEST FOR INSPECTION**

**School/Division/Agency:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

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**Location to be inspected:** \_\_\_\_\_

**Building Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Provide a brief explanation for the inspection, stating any concerns you want addressed:**