



*Information Technology Committee*

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**Notice of Concerns**

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**March 5, 2020**

To: AILG Board, FSILG Office, AILG IT Committee  
Cc: [SomeHouse Corporation]  
Re: [SomeHouse, 1 Any Street, Any City]

The AILG Information Technology Committee has persistent concerns regarding network inspection and repair issues at SomeHouse, 1 Any Street, Any City, USA, 00000. Despite repeated attempts to contact them, the FSILG has failed to schedule a visit by the IS&T department for the semesterly network closet inspection. These inspections are required by the Network Management Program (NMP) agreement signed by the House Corporation and are important in providing educational resources to students.

**Recommendations**

The AILG IT Committee recommends that appropriate disciplinary action be initiated if SomeHouse does not respond with one week.

**Actions Required by SomeHouse**

1. [SomeHouse] shall respond to IS&T to schedule an inspection immediately.
2. [SomeHous] must contact the FSILG Cooperative to update their contact lists.

For the AILG Information Technology Committee,

Bob Ferrara & Bob Xavier, Co-Chairs  
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