IEQ SCHOOL DATA BASE									
School Name: Glenwood Middle School Principal: Robert Motley				DATE: 02/08/2017					
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
No unusual or offensive odors, or temperature discomfort	Rms 27, Portables 20, 23 and 24	Humidity too low, A/C not on, Thermostat needs to be set on 62°- notified contractors & Jeff Clink as well/Contractors are working with Tim Heinrich to correct humidity issues		x	13805, 13806	11/29/16	12/23/16		
2. No Air Fresheners	Rm s 21, 28 Principal's Office	room air freshener	.,			11/23/10			
3. No food, dirty lunch boxes, etc. left in room	Rms 17, 33, 34	Food not in airtight container	X				12/23/16		
4. Vents are clean and unobstructed	Portables 19, 21, 22, 24 Rms 20, 23, 35 near 7th gr exit	Vents dirty, vents taped shut, vents blocked, water drippage around front entry vent	X		13800, 13801,	12/5/16 &	12/23/16		
Temperature sensors are not blocked				X	13802	12/13/16	1/17/17		
6. Area appears clean and dust free	Data Clerk Office AP's Office	Dust on bookshelves							
7. No signs of animal infestation			X				12/2/16		
8. Ceiling tiles present; no broken, stained, or painted	Hallway Hallways near rms 17, 21, and 34; In rms 13, 25, 28, 31, 35, Computer Lab, Media Center Office, Rms 40, 51, 52, Laundry Room, Exercise Room, Stage, Slage Storage Room, Cafeteria	Broken, missing, stained ceiling tiles, painted tiles							
	Rm 37	Soundproofing holes need to be covered		X	13563, 17032 & 17357	12/2/16, 12/5/16, & 12/19/16	1/9/17, 1/11/17, 1/17/2017 & 1/19/17		
9. Walls show no signs of water damage/mildew/ paint irregularities	Rms 34, 35, 7th gr exit, behind showcase in the corner to the left of main office, gym storage room, boiler room, rm 52, stage	General maintenance: holes, cracks			18057	1/10/15	1/22/15		
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	,			X	18037	1/18/17	1/23/17		
11. Limited use of non-issued HCPSS furniture and appliances	Portables 19 and 20 Conference Room Cafeteria (Stars) Rms 1, 6, 7, 9, 11, 12, 18, 21, 24, 27, 29  Portables 20, 21, 23, 24 Rooms 6, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 26, 27, 28, 30, 34, 38, 40, 51 Conference Room, Carrie's Office, AP's Office, Principal's Office	Clutter/Boxes, excess wall hangings, personal items  Personal space heater, water cooler & jugs, microwave, fridge, coffee maker, fans, toaster, lamps/lights, rocking chair, ceiling banners/flags, misc decorations, old student projects, personal bookcase, food/condiment station, personal desk, lockers	x				12/2 -12/23/16		
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	7th Gr Wing Exit Door Portables 19, 20, 24 Rms 7, 8, 11, 15, 16, 17, 19, 20, 22, 28	rolled carpets, fabric on bulletin board needs to be removed or sprayed, stuffed animals/dolls, pillows, rugs, curtains						*A	t 2017
13. No structural or physical gaps around exit doors	Portables 22, 23, 24 All Exterior Doors on Building	exterior doors need weather stripping	X	x	13781		12/2 -12/23/16  Called & left msg. for Al 1/19/17 - have left several msgs.	spraying A	1gust 201 /
14. No improperly stored materials/chemicals	Rms 6, 7, 16, 19, 21, 28, 30 Adult bathrooms	Unmarked spray bottle, non HCPSS cleaners/soaps	х				12/2-12/23/16		
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)		broken, stained floor tiles		X	13807	12/516	1/171/7		
16. Barrier mats vacuumed well					.===/				
17. Fish tanks are clean and located away from vents/thermostats									
18. Waterproof barriers in place for plants and no standing water	Rm 10	Plant needs tray for water,	х				12/2-12/23/16		
19. Sinks and fountains drain quickly and work properly including absence of leaks	Rm 28, 38	Sink not level, water runs/drips	^	x	13783	11/29/16	2/2/17 talked to Pete from Carpentry & said nothing found		
20. No standing water in sinks, fountains, on counter									

21. Carpet dry nearby sinks, fountains									
22. Soap and paper towels available									
23. All electrical outlets secure, no frayed wires on equipment	Portable 24, Rm 5 Rms 12, 52	Needs access to electrical panel  Broken Light Cover, Fire alarm strobe light missing, missing cover on outlet		v	13784, 13785, 13794, 14531, 13794	11/29/16	12/12/16 & 12/13/16		
24. All electrical cords secured and not extending across walkways	Rms 11, 17, 22, 23, 24, 25, 26, 27, 31, 34, 35	needs approved HCPSS yellow cord cover		X		11/29/16 & 11/29/16 & 12/2/16			
25. No extension cords used as permanent wiring				X	13791 & 17856	12/2/16	1/17/17		
26. No electrical equipment near sinks or source of water									
27. No exposed disconnected wires									
ADJACENT SCH	OOL GROUNDS								
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
28. No litter					J. W. O. W. P.	10	<b>D</b>	11021	
29. No large insect populations (wasps, bees)									
30. Awnings secure, no leaks									
31. Shrubbery not near vents or windows which can be opened									
32. Trees do not provide access to roof									
33. No broken windows									
34. Windows are closed									
35. Exterior doors are closed									
36. No pools of standing/stagnan water									
37. Exterior veneer intact	Portables 19, 20, 21, 22, 23, 24	Check exterior screw holes		X	13809, 13565, 13809	12/3/16	12/6/16		
38. Outside lights working and intact									
39. Gutters and downspouts clear/working									
40. No stains from roof on outside walls									
41. Bins from garbage and recycling clearly marked									
42. Hard surfaces (sidewalks, etc.) cleared of any turf application									
43. Proper maintenance of planted beds and other vegetation	1								
44. Landscaping and turf look healthy and disease free									
COMMENTS.									

## COMMENTS:

Fire Extinguishers and Eye-Wash Stations need to be inspected regularly (Rms 18, 21, 28, 31, 32(also needs tag), Portables 20, 22, work order #13792 & 17858 - Submitted: 1/12/17 - Done: 1/171/7 Need sign for sprinkler system access door Kitchen Dry Storage, tighten sprinkler head Rm 16, work order #13641 & #13796 - Sumitted: 12/16/17 - Done: 12/17/16

Bookshelves need to be securely fastneed to wall - Rms 4, 6, 8, 10, 11, 24, 25, 26, 38, Carrie's Office, Portables 19 and 23 work order #13780 & #17855 Submitted: 12/16/16 (Pete from carpentry says bookshelf must be over 4 ft. to be secured to wall. Secured bookshelves in Rooms 6, 11 & 24 on 1/171/7)

No cover on pencil sharpener - Rm 35 - Submitted 12/19/16 Done:12/20/16

Need rubber mats in front of work stations - Rm 40 - teacher needs to order/custodial only orders exterior door mats

Loading dock missing work box - Cafeteria hall to outside - Submitted: 12/22/16 Done 1/10/17

Dishwasher leaking and showing age - Kitchen, work order #13645 - Sumitted: 12/12/16, Plumbing looked at it on 12/14/16 & said the dishwasher is old & rusted on the bottom & kitchen manager is aware.