		IEQ SCHOOL DATA BASE	•	•					
School Name: Bellows Spring I	ES	Principal: Carol Hahn DA	TE: Noven	nber 14, 2016					
IEQ Team Leader: Brandy M	Myers	IEQ System Leader: Greg Maciulla							
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	Kandelman/Dailey (60/61)	Rooms are hot and the vent in 60 makes a noise		X	11991	11/15/16			
2. No Air Fresheners									
3. No food, dirty lunch boxes, etc. left in room	M.Davis (48/49)/Willow (62)/PTA Storage/2D, 1B, 1E, 56, 55, 6F,	Food is not in airtight containers	х						
4. Vents are clean and unobstructed	CAFE/Dry Storage/Staff Restrooms/Tech Resource Rm/Willow (62)/13 and dishwasher room	Return vents in café and exhaust fan vents in restrooms need to be cleaned	X						
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	Media and Production Room Curtain/15,16	Tops of book shelves and the curtain in the media production room are dusty	х						
7. No signs of animal infestation									
8. Ceiling tiles present; no broken, stained, or painted	Café/café vestibule/Sever ram/Work Rm/Computer lab/16,28,37,4E,42,3E,6B/3rd grade girls bathroom/56	Stains on ceiling tiles/stained tile	X						
9. Walls show no signs of water damage/mildew/ paint irregularities	Staff Lounge/ Hallway wall between 4th and 1st	Wall near sink shows signs of water damage. Hallway wall shows signs of water leaking.		x	11995/11993	11/15/16			
10. No condensation or other evidence of humidity on ceilings walls, doors, etc.	,								

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IEQ Team Leader: Brandy M		IEQ System Leader: Greg Maciulla					
11. Limited use of non-issued HCPSS furniture and appliances	62, 61, 45, 48, 49, 46/26, 16, 28, 5B, 5E, 5A, 36, 4E, 4A, 42, 3D, 3C, 3A, RES RM 6, 6A/2B, 2C, 2A, 52, 56, 55, 54, 74, 73, 68, 66, 6G,	APPLIANCES	x				
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	Media/Sachs (45)/26, 5E, 5C, 5A, 36, 4B, 4D, 4E, 42, 3B, 3D, 3C, 3A, RES RM 6, 6A/2A, 2B, 2C, 2D, 2E, 1B, 1D, 1A, 54, 56, 55, 74, 73, KDG hallway, 71, 65,6H, 6G, 6E, 6D, 6C	Staffed animals around Media/bean bags, chair cushion, seat pillows / Rugs, cushions, chairs, bean bags & stuffed animals.	х				
13. No structural or physical gaps around exit doors	Café Hall	Doors in hall show daylight underneath	x	11998	11/15/16		
14. No improperly stored materials/chemicals	Media production (35)/2D, 2C, 2B, 2A, 1B, 1D, 56, 55, 56, 66, 65, 58, 6H, 6G, 6F, 6E, 6D, 6C	Cleaning products and WD40/Nail polish, shaving crème, dish detergent, spray bottle, spray can, Rustoleum, Vaseline, hand crème, Lysol, mouthwash	х				
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)							
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	1C	Plant needs tray under it	x				
19. Sinks and fountains drain quickly and work properly including absence of leaks							
20. No standing water in sinks, fountains, on counter							

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21. Carpet dry nearby sinks, fountains								
22. Soap and paper towels available								
23. All electrical outlets secure, no frayed wires on equipment	16,26, 28. 5A, 46, 4, 4A, 42, 3B, 3E,	Use of power strips	x					
24. All electrical cords secured and not extending across walkways								
25. No extension cords used as permanent wiring								
26. No electrical equipment near sinks or source of water								
27. No exposed disconnected wires								
ADJACENT SCH	OOL GROUNDS							
LOOK-FURS	ROOM/LOCATION	COMMENTS	ADMIN FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
28. No litter				OKK ORDER	10	DATE	REVISIT	
29. No large insect populations (wasps, bees)								
30. Awnings secure, no leaks								
31. Shrubbery not near vents or windows which can be opened								

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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/stagnant water				
37. Exterior veneer intact				
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				
44. Landscaping and turf look healthy and disease free				
COMMENTS:				

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