		IEQ SCHOOL DATA BASE							
School Name: Dunloggin MS		Principal: Jeffrey Fink	DATE: 1	12/7/16					
IEQ Team Leader: Lori Willou	EQ Team Leader: Lori Willoughby IEQ System Leader:								
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
1. No unusual or offensive odors, or temperature discomfort	. 244	room is overheated		X	16489	1/3/17	,		
2. No Air Fresheners	119, 227/111	119Spray, 227-removed while in room/ spray bottle	x			12/8/16	5 1/3/17		
3. No food, dirty lunch boxes, etc. left in room	121, 114, lounge/136/105, Front Office	Food is not properly stored/Food is not properly stored/105Food is not properly stored, Front OfficeAftterschool program food is not properly stored	t X			12/8/16	5 1/3/17		
4. Vents are clean and unobstructed	119/Kitchen Office, 136/Men's Staff Bathroom, 106, Math Closet, 107	119red shelf blocking mechanical room (need to move)/Kitchen Officemove desk away from heater/Men's Staff Bathroomclean vent, 106vent blocked, move cardboard box, Math Closetvents need to be cleaned, 107vent coming off	x			12/8/16	5 1/3/17		
5. Temperature sensors are not blocked	Front Office	Thermostat cover, copier near thermostat	x			12/8/16	5		
6. Area appears clean and dust free	custodial closet at 152/Cafeteria closet, Kitchen	C3Custodial closet needs cleaning, 121need to clean under sink, exterior door at 117 sweep, custodial closet at 152not organized/Cafeteria closeteverything on top shelf needs to be removed, Kitchen closetremove stuff on top of transformer, Gymtwo vents against back wall need to be cleaned, 136could not find wall vent/Math Closettop shelves need to be cleared, 107dirt on floor, 135clear shevles at top, 137back closet top shelves need to be cleared, Front Officeorganize	x			12/8/16			
7. No signs of animal infestation									

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8. Ceiling tiles present; no broken, stained, or painted	136/244, 106, 104, 150, Math closet, 107, 108, Cafeteria	118quarter size stain, 116replace broken 2X2 tile, 115stained tile, sprinkler head, 114 sprinkler ring missing in video room/ceiling tiles stained and need to be replaced, custodial closetfix tile that is out of place, Kitchensprinkler head must be fixed, back walk-in fridge needs lightbulb and cover, Gymfix light and tile in girls' locker room bathroom, 136big hole in celing tile/244adjust tile, 106back corner fumehood stain on ceiling, 104one tile with small hole, 150tile repair near TV, Math closetstained tiles, 107uncovered light, closet has stained tiles, 108tile stain near door, stained tile near window, Cafeteria Hallway sprinkler head, stained tile, 102hole in ceiling tile/water stain, Outside of 101stained tile, Boys' Bathroomstained tile, 135corner tile missing, tile readjustments, 138stained tile in corner near fridge, stained tile near pipe, 137ligh fixture in closet, stained tile in fixed in fax area, hole in tile in mail room, hole in tile in back corner, tile with plate needs to be replaced in health room bathroom, 112stained tile by window		х	Custodial still working on this.			
9. Walls show no signs of water damage/mildew/ paint irregularities	Gym/111, 138, Front Office	pipe to exterir above boys' locker room has flaking paint/111water damage under chalkboard, 138water issue back room wall, Front OfficeWomen's bathroom has a leaking toilet		Х	16490, 14059	12/8/16	12/9/16	
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	108	Rusted door, needs repair on the bottom		X	16491	1/3/17		
11. Limited use of non-issued HCPSS furniture and appliances	126, 114/425, 244, 106, 104, 103, 150, 107, 108, 102, 101, 135, front office, 112	126lights, 114space heater/425personal furniture, 244personal lamp, 106coffee maker in closet, string lights, cloth couch and blanket, 104cloth covered stool, personal lamp, 103 rug, owl lamp, bean bags, personal pillows, cloth toys, 150personal furniture, fabric sprayed for fire?, 107string lights, personal lamp and furniture, 108string lights, space heater, 102 space heater, 1012 personal chairs, 135drum rug, store plastic tree, front officecup warmer, AP's Office has a couch, 112space heater				12/8/16		
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	125, 118, 120, lounge	125plastic flowers, 120stuffed animals need to be removed, 118furniture, rug, pillows, cloth stool, loungecloth curtains	x			12/8/16		
13. No structural or physical gaps around exit doors	121/Kitchen, Gym/Outside door near 112, 138, 112	121need to check door for new sweep/Kitchenexterior door needs weather stripping, Gym exterior door in girls' locker room needs weather stripping/Outside door near 112 & 138 weatherstrip bottom, 112drafty window	-	X	16496	1/3/17		
14. No improperly stored materials/chemicals	120, media work room/136/105, 106	120lysol, media work roomunder sink/136clorox cleaning supply in closet needs to be removed/replace spray cleaner with school brand	x			12/8/16		
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)								
16. Barrier mats vacuumed well								

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17. Fish tanks are clean and located away from vents/thermostats								
18. Waterproof barriers in place for plants and no standing water	137	Plant needs bottom plate	x			12/8/16	1/3/17	
19. Sinks and fountains drain quickly and work properly including absence of leaks	restroom at 126	clean floor drain holes	x			12/8/16	173/17	
20. No standing water in sinks, fountains, on counter	Gym	items in sink in laundry need to be removed	x			12/8/16	1/3/17	
21. Carpet dry nearby sinks, fountains								
22. Soap and paper towels available								
23. All electrical outlets secure, no frayed wires on equipment	Art room storage/Kitchen	Need new 2X4 light lens/Back walk-in fridge needs lightbulb and cover		x	16499	1/3/17		
24. All electrical cords secured and not extending across walkways	127, 126, 122, 117, 118, 115/136/111, 110, 105, 104, 107, 102, 135, 113, 112	Need strip protection; 126remove gray cord/Need strip protection/Need strip protection		X	16497	1/3/17		
25. No extension cords used as permanent wiring								
26. No electrical equipment near sinks or source of water								
27. No exposed disconnected wires								

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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									
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	t								
37. Exterior veneer intact									
38. Outside lights working and intact									
39. Gutters and downspouts clear/working									
40. No stains from roof on outside walls									

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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:									