		IEQ SCHOOL DATA BASE							
School Name: Guilford Elementary School Principal: Jonathan Davis DATE: November 29, 2016  IEQ Team Leader: Connie Stahler IEQ System Leader: Greg Maciulla									
	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	101 104	wet smell odor which was reported to custodian when entering classroom in the morning, musty odor in carpet area near door, was suggested to remove carpet and replace with tile,			IEQ form submitted 11/30/16 (Work Order #13676 submitted 12/2/16), IEQ form submitted 12/1/16 (work order #13676)				
2. No Air Fresheners	191, 186	needs under carpet area assessed.		х					
3. No food, dirty lunch boxes, etc. left in room	162, 201, 219	food needs to be in sealed containers	x						
unobstructed	Gym, Main Hallway return vent over green school sign, Stage, 104, 109, 111, 120, 122, 125, 129, 137, 138, 183, 184, 185, 191, 121, 214, 215, 186, 120, 122, 125, 129, 137, 138, 185, 213, 214, 215, Stage, 177, 180, 125	dust inside vent needs to be cleaned, return vent should be opened, dust on outside of vent needs to be cleaned, return vent not working, noisy exhaust fan		x - HVAC	Work Order #13685 - submitted 12/2/16, Work Order #13687 submitted 12/2/16, Work order #13688 submitted 12/2/16				
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	192, 193, 194, 196, 182, 194, 195, 120, 129, 133, 135, 137, 177, 181, 187, 188, 189, 219, Front office	dust in windows and sills, cobwebs near exterior door, excessive dust/cobwebs	x						
7. No signs of animal infestation									
8. Ceiling tiles present; no broken, stained, or painted	115, 121, 129, 153, 169, 183, 184, 188, 189, 192, Main Hallway over AED unit, Custodial office, Oustide of custodial office, Front office, 189	stained tiles need to be reported and replaced to HVAC, wet tile found in media center - active leak - tile replaced and pin put in place - needs to be looked at by HVAC		x - HVAC	Work Order #13582 - submitted 12/1/16, Work Order #13692 submitted 12/2/16				
Walls show no signs of water damage/mildew/ paint irregularities		caulk hole in closet, water infiltration from exterior/bookshelf top needs to be replaced because of moisture continuation, skylight leaks and suspected mold found, current leak over			Work order #13694 submitted 12/2/16, IEQ form submitted 11/30/16 (work order #13702 submitted 12/2/16, IEQ form submitted 11/30/16, work order #13703				
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	187, 183, 199, 129, 131	door		x-HVAC	submitted 12/2/16				
11. Limited use of non-issued HCPSS furniture and appliances	186, 196, 169, 192, 203, 164, 206, 122, 162, Stage, 120	electric kettle/coffee maker needs to be removed, fan and/or lamp needs to be removed, bean bag or cloth chairs need to be removed, refrigerator needs to be removed, shelving units need to be removed.	x						
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	155, 156, 158, 191, 192, 194, Stage, 133, 135, 158, 162, 163, 164, 169, 183, 189, 192, 208,	cushion on rocking chair needs to be removed, rugs, stuffed animals and/or pillows needs to be removed, no excessive decorations from ceiling, plastic plants needs to be removed	x						
13. No structural or physical gaps around exit doors	122, exit door leading out to recess area. Gvm storage closet	exit door is rusted and smells like urine, closer on doors are broken to exit doors		X, X - carpentry	IEQ form submitted 11/30/16 (work order #13707, submitted 12/2/16), Work order #13711 submitted 12/2/16				
14. No improperly stored materials/chemicals	159	bleach and lysol needs to be removed, no spray bottles stored	x						
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	193	plant holder for plant needed	x						
19. Sinks and fountains drain quickly and work properly including absence of leaks	<b>186, 176,</b> 132	backsplash needs to be caulked and fill hole near light, drain is closed and needs to be cleaned out, countertop on sink is exposed - laminate is pulled away from wood and wood is exposed to water		x - carpentry, x	Work order #13712 submitted 12/2/16, Work order #13714 submitted 12/2/16, Work order #13715 submitted 12/2/16				
20. No standing water in sinks, fountains, on counter	,,			F					

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21. Carpet dry nearby sinks, fountains									
22. Soap and paper towels available	135, 137, 132	soap dispenser is broken, cover on hand sanitizer needs to be replaced	x						
23. All electrical outlets secure, no frayed wires on equipment									
24. All electrical cords secured and not extending across walkways	121, 137, 165, 181, 184, 193, 195, Gym	need cord protectors	x						
25. No extension cords used as permanent wiring	121	extension cord needs to be removed (needs to be a heavier weight)	x						
26. No electrical equipment near sinks or source of water									
27. No exposed disconnected wires	176	light case is missing in ceiling	x	x - electrical/lighti ng	Work Order #13717 submitted 12/2/16				
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	177, 181, 183, <mark>163</mark>	only has single pane windows, need to be replaced with double pane windows, drafty windows		x-doors and hardware	Work order #13718 submitted 12/2/16				
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: Pencil sharpener cover needs to be replaced in room 133, Room 138 - need 18 inch clearing from ceiling, Room 132 carpet needs to be cut where it is torn, Fire extinguisher needs to be Room 129 (Work order #13719 submitted 12/2/16). Cover on sprinklers in dishwash room need to be replaced, Custodian office - cover on sprinkler is missing #13720 submitted 12/2/16). Room 133 - grid fallen over screen. Room 160 - recent coil leaks, Gym - no exhaust fans (Work order #13721 submitted 12/2/16).								be checked 1g (Work o	by rder
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