IEQ SCHOOL DATA BASE								
School Name: Homewood		Principal: Tina Maddox DATE: 11/4/16						
IEQ Team Leader: Tina Maddox 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
No unusual or offensive odors, or temperature discomfort								
2. No Air Fresheners								
3. No food, dirty lunch boxes, etc. left in room	Fishbein. 100,201. 44.	Food. 100 & 201-coffee makers (needed?). Food needs platic bins.	X					
4. Vents are clean and unobstructed								
5. Temperature sensors are not blocked								
6. Area appears clean and dust free	SRO,201,100,101,passages. 33.	Needs dusting, file cabinet & window sill (Admin to work with custodial office). Dust lockers, coffee pots, clean exhaust fans & lockers. Air cleaner needs new filter.	X	REGULAR Work Order to HVAC			11/23/2016	
7. No signs of animal infestation								
8. Ceiling tiles present; no broken, stained, or painted	passages , 101,201, related service 1. Bridges. 316. 41,39,53,56,51.	Ceiling tile-101 (bathroom). Ceiling tiles- just changed (2). Missing ceiling tile in entrance to bathroom. Two ceiling tiles marked, corner tile marked. 51-ceiling tile, 23-ceiling tiles, 56-ceiling tile. Bridges-storage, sprinkler head. *CEILING TILES SHOULD BE REPLACED BY CUSTODIAL, UNLESS THEY NEED TO BE CUT.	X					
9. Walls show no signs of water damage/mildew/ paint irregularities	24,25	Water marks on wall, ceiling tile near AC unit.		REGULAR Work Order to HVAC			11/2/2016	
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	208	Keep eye on possible leak.	X	REGULAR Work Order to ROOFING			11/23/2016	
11. Limited use of non-issued HCPSS furniture and appliances								

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12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	Conference 1, 101. Conference Rm. CR 1 (112), 36,51,52.	Trees, fake flowers. Home décor, Carpet? Stuffed animals, stuff hanging from ceiling. Trees have to go. Trees.	X				
13. No structural or physical gaps around exit doors	Bridges chilance. Electrical	Bridges-storage, sprinkler head. Electrical room outside door has air gap, also halway door near custodial office has air gap.		REGULAR Work Order to HARDWARE		11/23/2016	
14. No improperly stored materials/chemicals	Cafeteria.	Mop & broom in kitchen.	X				
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	Entrance to Bridges	Cracked tile.		REGULAR Work Order to FLOORING		1/30/2017	
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							
19. Sinks and fountains drain quickly and work properly including absence of leaks							
20. No standing water in sinks, fountains, on counter							
21. Carpet dry nearby sinks, fountains							
22. Soap and paper towels available							

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23. All electrical outlets secure, no frayed wires on equipment								
24. All electrical cords secured and not extending across walkways	Music Rm # 67	Power cords.	X					
25. No extension cords used as permanent wiring								
26. No electrical equipment near sinks or source of water								
27. No exposed disconnected wires								
ADJACENT SCHOOL GROUNDS								
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT
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								

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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					
11. Bins from garbage and ecycling clearly marked					
42. Hard surfaces (sidewalks, etc.) cleared of any turf application					
43. Proper maintenance of planted beds and other vegetation					
14. Landscaping and turf look nealthy and disease free					
REGULAR WORK ORDER TO	HVAC: Storage-exhaust fan or	: 205-seal cracked. Near Gym-WR wall.  1. Art-Kiln, vent hose. Fire external.  2. Sprinklers-hallway (WO). Rooms-39,53,24,25,51,2	23,56.		



