		IEQ SCHOOL DATA BASE								$\Box$
School Name: Howard High School Principal: N. Novak DATE: 11/18/2016										
EQ Team Leader: IEQ System Leader:										┸
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACIL ITIES	WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED	
No unusual or offensive odors, or temperature discomfort	E104; B204	Too hot; mildew smell		x	12822	11/23/16				Ī
2. No Air Fresheners	E104; B101	air fresher; air fresher;	x							
3. No food, dirty lunch boxes, etc. left in room	B104; C104; Boy's locker rm.; Athletic Ofc	Food not in sealed containers; food; food; food	х							L
Vents are clean and inobstructed	E104; F133; F129; F119; B102; B112; A108; A111; A106; N120; Kitchen; Boy's Restroom near N119; N110; N103; A214; A206; C111; C104; C102; Ourside Student Serv.; Hall by Gym; Hall of Fame; Boy's Locker Rm.; B110; B120	Dirty vents	x							
5. Temperature sensors are not blocked			х							
6. Area appears clean and dust free	E101; A111; Girl's Restroom near A105; A122; wall between Atrium & Café; N120; Café; Kitchen; N118; N110; N105; Front Office Conf. Rm.; Guidance Reception Area; C115; C113; C111; Media Center; Media Center Comp. Lab.; TV control rm.; Hall by gym; Hall of Fame; Boy's Locker Rm.; Athleic Ofc.; Hall next to Athletic Dir. Ofc; B1123; B121; B113; B102; SS Ofc; B122	dusty; cobwebs; needs cleaning / dusty; cobwebs against windows, window sill, and under sink; cob webs; cobwebs; windowsill dusty; dirty behind ice maker; dusty; floor; cobwebs; dusty; dusty; dusty; dusty; dusty; dusty; dusty; dusty; dusty; dusty in high windows; dusty; dusty on vending machines and dusty on lockers; dusty; dusty	x							
7. No signs of animal infestation					40000					
8. Ceiling tiles present; no broken, stained, or painted	Special Ed, Conf. Rm.	Possible Mouse Hole in Corner Next to the File Cabinet  Stained Ceiling Tile	x	X	12993	11/28/16	11/28/16			
9. Walls show no signs of water damage/mildew/ paint rregularities	B204; B121; English Ofc.; C101	Leak in Ceiling: Water Damage on Back Wall; Water Damage on Light in the Middle of the Room; Window Needs Sealing		x	12922; 13270; 13271; 13272	11/28/2016; 11/29/2016; 11/29/2016; 11/29/2016;	12922 -11/29 13271 - 11/30			
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	A112; Custodial Closet; Atrium; A206	Mold in Ceiling; Mold in Ceiling; Floor Stains Near Doors; Mold Found on Wall near Window		x	<b>12819</b> ; <b>12820</b> ; 12821	11/23/2016; 11/23/2016; 11/23/2016	12820 - 11/30			
11. Limited use of non-issued HCPSS furniture and appliances	E105; E101; F133; F133; F129; F128; F120; B103; A121; N120; B111; N100; A217; Math Office; A206; A202; E110; C115; C113; C111; C101; B113; SS Ofc; B122; B112	Fan; Refrig., M-wave and Coffee Maker; Fan; Fan; Lamp; Lamp and Refrig.; Fan; Fan; M-wave, Refrig., Coffee Maker; Fan; Old Chair; M-wave, Refrig.; Lamp and Fan; Coffee Maker; Fan; Lamp and Fan; Coffee Maker; Sofa and Fan; M-wave; Heater	x							
2. No excessive fabric naterials, stuffed animals, eanbags, pillows, etc.	B111; A206; E107; E106; E108; E110; Front Office; Hall in Student Serv; C112; C111; C102; C101; Media Center; D108; TV studio; B123; B113; B102; B112; B111; B114	Plastic Flowers; Plastic Flowers; Stuffed Animals and Plastic Flowers; Plastic Flowers; Sofa and Carpet; Plastic Flowers; Plastic Flowers; Plastic Flowers; Flags and Banner; Stuffed Animals; Plastic Flowers and Fabrics; Plastic Flowers, Pillows, Hanging items, and Sofa; Flags on Walls; Plastic flowers and Fabric on Desk; Plastic Decorations; Bookcases; Plastic Flowers; Flag across Ceiling, Material on Wall in Front and Shirt on Wall; Plastic Flowers and Fabric on File Cabinet;	x							
13. No structural or physical gaps around exit doors										

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14. No improperly stored materials/chemicals										
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										
19. Sinks and fountains drain quickly and work properly including absence of leaks	N204	Water stain from water leak	x							
20. No standing water in sinks, fountains, on counter	Kitchen; B204	Standing Water Near Stove; Leak in Sink;		х	12922	1/11/00	11/28/16			
21. Carpet dry nearby sinks, fountains										
22. Soap and paper towels available										
23. All electrical outlets secure, no frayed wires on equipment	E105; TV studio; B122; B120; A106	Power Strips on Floor; Bump Strips for Cords; Electrical Receptacle Cover Missing; Bump Strips for Wires in Front of the Room; Old Thermostat needs Blank Plate		х	13079; 13078	11/28/2016; 11/28/2016	13079 - 12/1			
24. All electrical cords secured and not extending across walkways										
25. No extension cords used as permanent wiring	N112	Electrical cords from computer are on the floor and should be tied up;	x							
26. No electrical equipment near sinks or source of water										
27. No exposed disconnected wires										
ADJACENT SCHOOL GROUNDS										
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACIL ITIES	COMMENTS/WORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED	
28. No litter										
29. No large insect populations (wasps, bees)										
30. Awnings secure, no leaks										

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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/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:	COMMENTS:										