IEQ SCHOOL DATA BASE									
School Name: Ducketts La	ane ES	Principal: Heidi Balter		DATE: Dece	mber 2, 2016				
IEQ Team Leader: Paul Norfolk 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									
2. No Air Fresheners	B138 C120 A106	B138-Plug Ins C120-Plug Ins A106-Scented light							
3. No food, dirty lunch boxes, etc. left in room	A136 A133 A130 A150 A212 B114 B127 C129 A140 C207 C211 C wing-2nd floor	A130-Food out, coffee maker & food not properly stored-Food closet****  A150-Coffee maker, Food in closet A212-Food B114- Food B127- Food out C129-Food out A140-Food not properly stored C207-Food(syrup) C211-Food C wing-2nd floor-Food							
4. Vents are clean and unobstructed		A108-Restroom ceiling vent dusty Staff lounge restroom- Ceiling vents dusty  Media Storage-Vents dirty B203-need to open vents C207-Vent dusty/ HVAC work order  C215-move items away from vents	r		15650				
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	Hallway A116 A117 B117 B203 C126 C201 C202 Media B211 B220 Gym Closet Stairwell #6 (C wing)-Dusty	Hall-Clean out CMU not full @Cafe- Work Order needed A116-Remove storage carts A117- Dusty/Gatorade bottles B117-Needs to be cleaned B203-Trash in closet C126-Floor dirty/ Remove desk & chair C201-Closet dirty C202-Closet dirty Media-Dirty B211-Move machines out of Elec. Room B220-Move desk Gym closet-ceiling vent in back-heavy dust Stairwell C wing-Dusty			15639				
7. No signs of animal infestation	B140	B140-Food/ Droppings	X						
8. Ceiling tiles present; no broken, stained, or painted	Media	Media-Replace ceiling tile							
9. Walls show no signs of water damage/mildew/ paint irregularities	A217	A217-Close hole in wall & fix drain			15641				

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10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.							
11. Limited use of non-issued HCPSS furniture and appliances	A106 A108 A123 A127 A135 A138 A141 A147 A155 A173 A212 A216 B105 B114 B138 B139 B131 B130 B138 Gym closet B211 B212 B216 C116 C111 C101B Media C208 C209 C214	Bean bag chair in bathroom A138- Carpets A141- Carpets/Lamp A147-Carpet  A155-Lamps A173-Lamp/ Plastic tree/ Cloth curtain A212-Lamp A216-Rug, flowers  B105-Fridge B114- Fridge, microwave B138-Holiday lights, 2 lamps B139-Bean bag  chair B131-Cloth curtains B130- (no note) B138-Remove space heater Gym closet-  Remove microwave, fridge, material gym equipment B211- Remove coffe maker, lamp  B212-Remove candle, coffee maker B216-Heater, owl rugs, lamp, flowers  C116- Lamp C111-Fabric chair C101B- Lamps, carpets, pillows, microwave, coffee pot,  Christmas lights Media-Remove space heater, coffee maker C208- Pillows on beach chairs  A 120-Fake Howers, pumpkins A135-stutied animals A136-Missing pinin/Cloth curtain					
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	A120 A135 A138 A141 A142 A147 A148 A150 A168 A162 A159 A140 B131 B127 B130 C128 C127 C125 C122 C116 Stage	A 120-Fake Tiowers, pumpkins A153-sturied animals A136-Missing bilind/Ciour curtain A141-Stuffed animals A142-Rug remnant stack, carpets A147-Stuffed animals A148-Fake plant A150-Stuffed animals A168-2 cloth sitting chairs, small rug hair baby A162-Pillow storage A159- Lamp, clutter, 2 cloth chairs, stuffed animals A140 Bag of stuffed animals / Bean bag B131-Pillows B130-Cloth chair B127-Pillows C127 Cloth chair C128-Pillows C125-Pillows, Cloth chairs C122-Tree-paper C116- Stuffed animals & plastic flowers Stage-Lost and Found clothing	-				
13. No structural or physical gaps around exit doors	C127	C127-Need tile reset @ door			15642		
14. No improperly stored materials/chemicals	A108 Kitchen Gym closet C208	A108-Chemicals Kitchen-Bleach, Ajax Gym closet- chemicals C208-Disinfectant					
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	C119	C119-Cup used for plant-drippings					

IEQ SCHOOL DATA BASE									
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IEQ Team Leader: Paul No	orfolk	IEQ System Leader: Greg Maciulla		1	1	1	T		
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									
23. All electrical outlets secure, no frayed wires on equipment	C119	C119-Picture-outlet CMU not covered			15639				
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 SCHO	ADJACENT SCHOOL GROUNDS STORM								
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
28. No litter									

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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/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						
application 43. Proper maintenance of planted beds and other vegetation						

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44. Landscaping and turf look healthy and disease free								
COMMENTS:				_				
A140/ B115/ C209/ C216- Storage Closet needs 18" clearance at top(don't use top)	Gym closet/ B105-No door sweep-Bldg Service s(Work Order #15643)	C wing-3rd bathroom (girls)-Light out(Work Order #15644)	Check colored glass in back					