

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDER NUMBER	IEQ WORK ORDER NUMBER	ASSIGNED DATE	COMPLETION DATE	30-DAY REVISIT	CLOSED
11/14/2017 8:5	02. AIR FRESHENERS	173	Febreeze and pledge in cabinet	x							
11/14/2017 8:5	02. AIR FRESHENERS	Staff testroom at 184									
11/14/2017 8:5	03. FOOD: Unsealed, left in room, dirty lunch boxes	175	Cheeze it crackers in cabinet	X							
11/14/2017 8:4	04: VENTS: Dirty, obstructed (Wall, Ceiling)	177	Wall vent dirty		X						
11/14/2017 9:0	06: CLEANLINESS: Dust, trash	193	Dusty		X						
11/14/2017 9:0	06: CLEANLINESS: Dust, trash	109B	Health Room needs daily counter and sink cleaning. Also mopping.		X						
11/14/2017 8:3	08: CEILING TILES: Stained, broken, holes, painted	159	Reset tile in grid		X						
11/14/2017 8:3	08: CEILING TILES: Stained, broken, holes, painted	161 kiln room	Stain tile at exhaust				X				
11/14/2017 8:3	08: CEILING TILES: Stained, broken, holes, painted	161 storage	Reset full tile		X						
11/14/2017 9:0	08: CEILING TILES: Stained, broken, holes, painted	193D	Reset ceiling tile		X						
11/14/2017 9:3	08: CEILING TILES: Stained, broken, holes, painted	101	Ceiling tile by staff bathroom stained. Across from water fountains			51237					
11/14/2017 8:5	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	116	Heating unit	X							
11/14/2017 9:2	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	167	Small heater	X							
11/14/2017 8:4	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	178	5x8 carpet	X							
11/14/2017 8:4	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	175	Carpet	X							

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11/14/2017 8:5	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	116	Stuffed animals and pillows	x							
11/14/2017 8:5	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	118	Pillow	X							
11/14/2017 9:0	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	117	Beanbags and pillows	X							
11/14/2017 9:2	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	160	Pillow tops on crates	X							
11/14/2017 8:4	14. MATERIALS/CHEMICALS: Improperly stored or marked	113	Cleaning spray bottle on counter by sink. It is next to a water bottle.		X						
11/14/2017 8:5	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	116	Small rug	X							
11/14/2017 8:5	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	118	Small rug	X							
11/14/2017 9:0	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	117	Small carpet	X							
11/14/2017 9:2	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	160	Small rug	X							
11/14/2017 8:3		164	Install new cut tile around sprinkler head			X PLUMBING - 51237					
11/14/2017 9:1		214	Boxes too high to ceiling	X							