

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDERS	IEQ WORK ORDERS	ASSIGNED DATE	COMPLETION DATE	30-DAY REVISIT	CLOSED
5/16/2017 10:41:3	01A. ODOR: Unusual or offensive	Room 19	Musty smell		x						
5/16/2017 9:35:44	01B. TEMPERATURE: Uncomfortable	G/T resource	Hot or cold, supply fan extremely noisy		x						
5/16/2017 9:54:14	02. AIR FRESHENERS	Guidance records storage	Sprays	x							
5/16/2017 10:26:1	03. FOOD: Unsealed, left in room, dirty lunch boxes	14	Container	x							
5/16/2017 10:39:1	03. FOOD: Unsealed, left in room, dirty lunch boxes	17	Container	x							
5/16/2017 11:06:3	03. FOOD: Unsealed, left in room, dirty lunch boxes	24	Container	x							
5/16/2017 10:14:2	03. FOOD: Unsealed, left in room, dirty lunch boxes	Felix	Need contained	x							
5/16/2017 10:25:3	04: VENTS: Dirty, obstructed (Wall, Ceiling)	14	Heat generated out of base unit			5/22/17			5/22/17		
5/16/2017 10:30:0	04: VENTS: Dirty, obstructed (Wall, Ceiling)	14	Needs opened in ceiling		x						
5/16/2017 10:30:3	04: VENTS: Dirty, obstructed (Wall, Ceiling)	15	Ceiling vent needs opened		x						
5/16/2017 11:00:4	04: VENTS: Dirty, obstructed (Wall, Ceiling)	22	Vent blocked		x						
5/16/2017 10:06:3	04: VENTS: Dirty, obstructed (Wall, Ceiling)	electrical room one	Dusty and dirty		x						
5/16/2017 10:06:3	04: VENTS: Dirty, obstructed (Wall, Ceiling)	electrical room one	Dusty and dirty		x						
5/16/2017 10:41:5	04: VENTS: Dirty, obstructed (Wall, Ceiling)	17A	Blocked vent needs cleared		x						
5/16/2017 9:22:59	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Cooking cafeteria right room	Vent nasty		x						

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5/16/2017 10:05:0	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Jennifer	Wall unit missing grill and filter not set properly			5/20/17					
5/16/2017 9:25:05	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Kitchen bathroom	Vent inop		x						
5/16/2017 10:21:2	06: CLEANLINESS: Dust, trash	13A storage	Dusty and cluttered		x				5/23/17		
5/16/2017 10:41:2	06: CLEANLINESS: Dust, trash	17A	Clutter	x							
5/16/2017 10:58:2	06: CLEANLINESS: Dust, trash	22 storage	Clutter and dusty	x							
5/16/2017 10:52:3	06: CLEANLINESS: Dust, trash	22a storagr	Clutter	x							
5/16/2017 10:20:3	06: CLEANLINESS: Dust, trash	Band storage room behind chorus	Items stacked too high	x							
5/16/2017 10:49:5	06: CLEANLINESS: Dust, trash	ElectiCal room 3	Dust		x				5/23/17		
5/16/2017 11:08:5	06: CLEANLINESS: Dust, trash	Elevator room	Dusty and dirty		x				5/23/17		
5/16/2017 10:24:4	06: CLEANLINESS: Dust, trash	Girls PE laundry room	< 18" clearance on storage shelves	x							
5/16/2017 10:23:3	06: CLEANLINESS: Dust, trash	Girls PE towel storage room	Items on storage shelves without 18" clearance	x							
5/16/2017 9:32:51	06: CLEANLINESS: Dust, trash	Media center	Dusty		x				5/23/17		
5/16/2017 10:22:2	06: CLEANLINESS: Dust, trash	Parks rec room	Cracked mirror			32210					
5/16/2017 9:19:31	06: CLEANLINESS: Dust, trash	Storage room next to media production	Dusty and dirty		x				5/23/17		
5/16/2017 10:25:5	06: CLEANLINESS: Dust, trash	Tech Ed lab storage middle	Items stored too hugh	x							
5/16/2017 10:38:4	08: CEILING TILES: Stained, broken, holes, painted	17	Stained			32132		5/24/17			
5/16/2017 10:22:2	08: CEILING TILES: Stained, broken, holes, painted	13A	Need set			32132		5/24/17			
5/16/2017 10:19:4	08: CEILING TILES: Stained, broken, holes, painted	13A storage	18" clearance	x		32132		5/24/17			

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5/16/2017 10:19:1	08: CEILING TILES: Stained, broken, holes, painted	13A storage	Stained and painted tile and stained tile no pins			32132		5/24/17			
5/16/2017 10:55:5	08: CEILING TILES: Stained, broken, holes, painted	22A	Ceiling hangings			32132		5/24/17			
5/16/2017 9:54:32	08: CEILING TILES: Stained, broken, holes, painted	band room	Stained tile near back exit door			32132		5/24/17			
5/16/2017 10:23:1	08: CEILING TILES: Stained, broken, holes, painted	Boys locker office	Red and yellow pins			32132		5/24/17			
5/16/2017 9:30:00	08: CEILING TILES: Stained, broken, holes, painted	Cafeteria	Stain above door to kitchen			32132		5/24/17			
5/16/2017 11:04:3	08: CEILING TILES: Stained, broken, holes, painted	Computer room 1	18" clearance			32132		5/24/17			
5/16/2017 10:07:2	08: CEILING TILES: Stained, broken, holes, painted	CR12	Sprinkler head covered bu warped tile			32132		5/24/17			
5/16/2017 9:13:45	08: CEILING TILES: Stained, broken, holes, painted	FACS	Corner molding by door missing			32132		5/24/17			
5/16/2017 10:15:2	08: CEILING TILES: Stained, broken, holes, painted	Felix	Need put in place and ceiling hanging needs removed			32132		5/24/17			
5/16/2017 9:16:23	08: CEILING TILES: Stained, broken, holes, painted	Front canopy	Trim pieces falling out of place			32132		5/24/17			
5/16/2017 9:17:48	08: CEILING TILES: Stained, broken, holes, painted	Front stairwell	Stain			32132		5/24/17			
5/16/2017 9:37:34	08: CEILING TILES: Stained, broken, holes, painted	G/T resource	Tiles falling out			32132		5/24/17			
5/16/2017 9:55:20	08: CEILING TILES: Stained, broken, holes, painted	Guidance records storage	18" clearance x			32132		5/24/17			
5/16/2017 9:44:49	08: CEILING TILES: Stained, broken, holes, painted	Hall outside sci 3	Stain			32132		5/24/17			
5/16/2017 9:29:58	08: CEILING TILES: Stained, broken, holes, painted	Interactive media	Stain - sprinkler?			32132		5/24/17			

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5/16/2017 9:26:06	08: CEILING TILES: Stained, broken, holes, painted	Kitchen	Tile off over sink to allow for hose to come down to sink			32132		5/24/17			
5/16/2017 11:11:5	08: CEILING TILES: Stained, broken, holes, painted	Main hallway electrical room 1	Stain			32132		5/24/17			
5/16/2017 9:24:22	08: CEILING TILES: Stained, broken, holes, painted	Media office	18" clearance x			32132		5/24/17			
5/16/2017 9:27:43	08: CEILING TILES: Stained, broken, holes, painted	Media storage	Escutcheon missing			32132		5/24/17			
5/16/2017 9:54:23	08: CEILING TILES: Stained, broken, holes, painted	Outside staff lounge	Stained tile			32132		5/24/17			
5/16/2017 11:22:1	08: CEILING TILES: Stained, broken, holes, painted	Parks and Recs storage	Holes in tile			32132		5/24/17			
5/16/2017 10:05:1	08: CEILING TILES: Stained, broken, holes, painted	Parks rec storage	Small water damage			32132		5/24/17			
5/16/2017 10:05:1	08: CEILING TILES: Stained, broken, holes, painted	Parks rec storage	Small water damage			32132		5/24/17			
5/16/2017 10:21:3	08: CEILING TILES: Stained, broken, holes, painted	Parks rec storage room	Water damage			32132		5/24/17			
5/16/2017 9:50:39	08: CEILING TILES: Stained, broken, holes, painted	Prep room closet set	Move down 18 inches			32132		5/24/17			
5/16/2017 9:17:58	08: CEILING TILES: Stained, broken, holes, painted	Sci 5	Tiles in closet need to be replaced			32132		5/24/17			
5/16/2017 9:19:36	08: CEILING TILES: Stained, broken, holes, painted	Staff lounge	Tile by server,			32132		5/24/17			
5/16/2017 10:44:5	08: CEILING TILES: Stained, broken, holes, painted	Stairwell 3	Hole in tile at escutcheon			32132		5/24/17			
5/16/2017 10:02:0	08: CEILING TILES: Stained, broken, holes, painted	Strickler storage	18" clearance x			32132		5/24/17			
5/16/2017 9:49:20	08: CEILING TILES: Stained, broken, holes, painted	Tech Ed Supply storage	Stained tiles			32132		5/24/17			

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5/16/2017 9:32:26	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	Media center sky light	Water stains and peeling paint throughout								
								work order was put in a while capentry is already aware			
5/16/2017 10:13:0	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	13	Fans, shelves	x							
5/16/2017 10:30:5	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	15	Shelves	x							
5/16/2017 10:35:3	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	16	Fan, shelves,	x							
5/16/2017 10:38:2	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	17	Fan,	x							
5/16/2017 10:58:3	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	23	Teachers chair possibly not compliant	x							
5/16/2017 11:07:4	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	24	Shelves	x							
5/16/2017 10:11:4	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	13 storage	Toaster	x							
5/16/2017 9:28:58	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	4a	Lamp, heated oil lamp	x							
5/16/2017 10:23:5	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Boys love clear room and bathroom	Sprinklers missing bezels		x						
5/16/2017 10:55:3	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Cimboras room	Lamp	x							
5/16/2017 9:25:51	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Dark room media center	Coffee makers, microwave	x							
5/16/2017 10:14:4	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Felix	Microwave	x							
5/16/2017 9:38:13	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	G/T reources	Lamp	x							
5/16/2017 9:52:12	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Guidance records storage	Fans, heater	x							

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5/16/2017 9:40:08	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Guidance Suite	Refrigerator, shelves	x							
5/16/2017 9:29:00	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Interactive media	Fans, shelves	x							
5/16/2017 9:27:39	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Kitchen	Hose draining to sink from ceiling		x						
5/16/2017 9:26:54	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Know then		?							
5/16/2017 9:46:53	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Lamps	Mrs. Ferrall	x							
5/16/2017 9:23:31	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Media office	Lamp	x							
5/16/2017 9:22:47	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Media Production	Stand up fan	x							
5/16/2017 9:45:13	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Ms. Szalecki	Lamp	x							
5/16/2017 10:26:3	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	PE office bathroom	Microwave & fridge in room	x							
5/16/2017 9:20:38	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Sci prep room	Microwaves and coffee pots	x							
5/16/2017 10:52:2	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Staff Conference	Fan	x							
5/16/2017 9:17:24	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Staff lounge	Toaster oven, microwave, coffee makers	x							
5/16/2017 10:17:5	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Staff workroom lower level	Toaster and toaster oven	x							
5/16/2017 9:38:12	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Stage ramp doors	One was blocked by tables and could not be opened. Other would not open.	x							

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5/16/2017 9:36:00	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Stage ramp hall	Open cinder block with round cover over square hall		x						
5/16/2017 9:52:08	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Tech Ed	Floor fan	x							
5/16/2017 10:36:5	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	17	Curtains	x							
5/16/2017 10:20:3	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	13A storage	Chair, pillow	x							
5/16/2017 9:30:25	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Interactive media	Wall fabric	x							
5/16/2017 9:20:17	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Lounge staff	Pillows	x							
5/16/2017 9:49:31	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Mrs. Ferrall	Pillows on chairs	x							
5/16/2017 9:55:55	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Mrs. Ferrall	Paper lanterns	x							
5/16/2017 9:44:18	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Ms. Szalecki	Cushion on chair	x							
5/16/2017 10:03:0	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Strickler	Wall hangings	x							

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5/16/2017 10:44:5	13. AIR GAPS: Structural or physical gaps around exit doors	Stairwell	Door gaps notable			32210					
5/16/2017 10:23:4	13. AIR GAPS: Structural or physical gaps around exit doors	Stairwell 2	Daylight			32210					
5/16/2017 9:21:06	13. AIR GAPS: Structural or physical gaps around exit doors	Storage room next to media production	Door hardware (plate) missing			32210					
5/16/2017 10:33:5	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	Boys restroom across 14	Drain cover needs cleaned			32210					
5/16/2017 9:52:44	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	Guidance records storage	Flowers	x							
5/16/2017 9:23:54	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	Media Office	Flowers	x							
5/16/2017 9:41:04	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	Mrs. Won	Flowers	x							
5/16/2017 11:01:4	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	22	ADA padding at sink			32204					
5/16/2017 10:54:3	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	Cimboras room	Non ada			32204					
5/16/2017 10:32:5	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	Restrooms across 14/15	Need ADA on sinks			32204					
5/16/2017 10:48:3	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	Restrooms at Building Services 4	ADA padding at sinks			32204					
5/16/2017 10:24:5	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	Pe ball storage room	Up about 15' missing junction box cover			32045		5/25/17			

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5/16/2017 9:23:20	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	1	Replace cord cover	x							
5/16/2017 9:25:49	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	2	Replace cord cover	x							
5/16/2017 9:27:43	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	4	Replace cord cover	x							
5/16/2017 10:27:11	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	14	Protector	x							
5/16/2017 10:51:00	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	22a	Cord cover	x							
5/16/2017 9:31:50	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	Cafeteria stage	Extension cord and strip on floor	x							
5/16/2017 10:57:55	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	Rm 23	Cord	x							
5/16/2017 11:06:55	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	Rm 25	Cordx2	x							

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5/16/2017 10:40:5	31. VENTS/WINDOWS: Blocked, shrubby near vents or windows which hinder operation	Room 19	Books on furnace and partially blind video mg window	x							
5/16/2017 10:43:4	31. VENTS/WINDOWS: Blocked, shrubby near vents or windows which hinder operation	Window Vent blocked	Room 18	x							
5/16/2017 10:27:5	34. WINDOWS: Open	14	Need closed. Wall unit generating heat.	x							
5/16/2017 9:12:10	34. WINDOWS: Open	Building	Need closed	x							
5/16/2017 11:57:5	35. EXTERIOR DOORS: Not closed	Exterior doors	Headers missing mortar and rusting			32211					
5/16/2017 9:15:39	37. EXTERIOR VENEER: Exterior wall damaged	Front canopy	Rust and peeling paint			32211					
5/16/2017 11:57:1	37. EXTERIOR VENEER: Exterior wall damaged	Loading dock	Spalling			32211					
5/16/2017 9:14:02	37. EXTERIOR VENEER: Exterior wall damaged	South side across from portables	Mortar missing			32211					
5/16/2017 11:59:0	42. PAVEMENT: Damaged, failing, missing	Fire lane	Blocked			32211					
5/16/2017 10:39:5	44. LANDSCAPING: Vegetation appears unhealthy or diseased	17	Protector			32211					
5/16/2017 10:57:4	44. LANDSCAPING: Vegetation appears unhealthy or diseased	22storage	Several stained tiles and light lens								
5/16/2017 10:38:0		French rm	Yellow cord cover too small	x							