

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
4/6/2018 9:02:32	01B. TEMPERATURE: Uncomfortable	86	Usually 10* hotter			HVAC 68086					
4/6/2018 8:52:15	03. FOOD: Unsealed, left in room, dirty lunch boxes	Music officep	Box open with packets of gold fish crackers	ADMIN							
4/6/2018 9:01:15	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Kitchen storage	Exhaust grille very dirty	X		Sweeny					
4/6/2018 8:41:19	06: CLEANLINESS: Dust, trash	50	Dust on top of high case work in all areas of admin area and offices		X						
4/6/2018 8:44:10	06: CLEANLINESS: Dust, trash	Guidance	Casework dusty		X						
4/6/2018 8:47:52	06: CLEANLINESS: Dust, trash	Hallways	Top of lockers dusty		X						
4/6/2018 8:57:53	06: CLEANLINESS: Dust, trash	Cafeteria	Some dirt streaking from over time dust accumulation / static on ceiling tiles and light lenses near supply diffusers		X						
4/6/2018 9:20:06	06: CLEANLINESS: Dust, trash	Media server room	Green staining from a/c wall unit check unit clean wall paint if necessary not mold		X	HVAC					
4/6/2018 9:27:02	07: PESTS: Signs of infestation (fecal matter)	44	Mouse present stole food from trap			Extermination 68089					
4/6/2018 9:28:18	07: PESTS: Signs of infestation (fecal matter)	89	Lots of insect activity by exterior door and gaps			Extermination 68092/68093					
4/6/2018 8:38:32	08: CEILING TILES: Stained, broken, holes, painted	23	Scratched ceiling tile		X						
4/6/2018 8:46:26	08: CEILING TILES: Stained, broken, holes, painted	114 tile near left side sink	Stained tile		X						
4/6/2018 8:47:54	08: CEILING TILES: Stained, broken, holes, painted	114 storage (art)	Tile above kiln is out		X						
4/6/2018 8:50:25	08: CEILING TILES: Stained, broken, holes, painted	128	Large brown water stained already marked with red push pin		X						
4/6/2018 8:51:18	08: CEILING TILES: Stained, broken, holes, painted	14	Hole in tile		X						
4/6/2018 8:53:40	08: CEILING TILES: Stained, broken, holes, painted	6th grade entry door	Triangular shaped tile missing above the door		X						
4/6/2018 9:15:39	08: CEILING TILES: Stained, broken, holes, painted	Media center	Near diffuser at left side door corner of ceiling tile brown stained		X						
4/6/2018 9:18:19	08: CEILING TILES: Stained, broken, holes, painted	Media work room	Few brown stained marked with yellow pins outside of tv studio		X						
4/6/2018 9:18:37	08: CEILING TILES: Stained, broken, holes, painted	9	Tile front of room		X						
4/6/2018 9:23:02	08: CEILING TILES: Stained, broken, holes, painted	Science prep room	Replace tile		X						
4/6/2018 9:39:18	08: CEILING TILES: Stained, broken, holes, painted	72	Ceiling Tiles constantly becoming unsecured		X						

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4/9/2018 7:19:35	08. CEILING TILES: Stained, broken, holes, painted	123	Sound panel falling off wall		X						
4/6/2018 8:51:00	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	085 storage/electrical room	Mildew on walls and ceiling		X						
4/6/2018 8:45:32	10. CONDENSATION: Evidence of humidity (ceilings, walls, doors, windows)	47	Diffuser has spotting and peeling due to condensate from chilled metal and warm air		X						
4/6/2018 8:46:56	10. CONDENSATION: Evidence of humidity (ceilings, walls, doors, windows)	Main entry hall outside of 87	Two metal diffusers rusty and peeling		X						
4/6/2018 8:59:32	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Cafeteria	Flags on wall make sure occasionally cleaned / vacuumed		X						
4/6/2018 9:13:04	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	33	Large wall banner / picture ensure cleaned periodically	X							
4/6/2018 8:54:22	13. AIR GAPS: Structural or physical gaps around exit doors	Music hall exit	Daylight under smaller door			Carpentry 68094					
4/6/2018 9:10:45	13. AIR GAPS: Structural or physical gaps around exit doors	86	Chipping of paint around door frame		X						
4/9/2018 7:21:07	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	123	Steps / built in riser steps treads falling apart or not secured			Carpentry 68097					
4/6/2018 8:37:07	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	60	No base under plants	X							
4/6/2018 9:21:57	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	89	Sink front of class has poor drainage and signs of water damage under sink			Plumbing 68100					
4/6/2018 9:26:17	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	89	Wash station needs inspection			?					
4/6/2018 8:53:12	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	085 storage/electrical	Panel L-1 unsecured			Carpentry 68079					
4/6/2018 8:56:09	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	85	Outlet trip hazard			Electrical 68103					
4/6/2018 9:04:30	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	85	Trip hazard marked with X			Electrical 68104					

