IEQ SCHOOL DATA BASE													
School Name: Stevens Forest Elementary School Principal: Erensto Diaz DATE:11/28/16													
IEQ Team Leader: Tracey Albright IEQ System Leader: Greg Macuilla													
LOOK-FORS	ROOM/LOCATION	COMMENTS	COMMENTS ADMIN FACILITIES WORK ORDER NUMBER of POTENTIAL IEQ LOATE COMPLETION DATE										
1. No unusual or offensive odors, or temperature discomfort	Odors- none Temperature Discomfort: 98, 105, 26, 138,	138- Very cold, blocked vent, 26- air flow complaint, 98-too cold, 105-stuffy, often lacks air circulation	X- 135	X- 26, 98, 105	13425	11/28/2016							
2. No Air Fresheners	140	aerosol spray	Х			11/28/2016							
3. No food, dirty lunch boxes, etc. left in room	Food: 14, 5, 24, 47	14- food on desk, 5- food on desk, bag of cereal, 24- juice pouches not in plastic bin, 47- food in cubby	х			11/28/2016							
4. Vents are clean and unobstructed	Obstructed Vent: 138, 78 Need to be Cleaned: Office Bathroom, Gym- Large Vent near storage closet, Restroom across from RM 124, Copy Room 100, Restroom across from RM 24, Vestible outside RM 26, Outside Room 29, Common area outisde RM 4, Restrooms Across from Rm 4, RM 16, Rm 80, Rm 40,	Ceiling Vent outisde RM 29 blowing dust on the wall, RM 78- Desk block return , Return Air and Exhaust Vents throughout need to be cleared of dust	x			11/28/2016							
5. Temperature sensors are not blocked													
6. Area appears clean and dust free	105, Office Bathroom, Rm 98, Front hall Vestibule, Gym: duct work and ledge along glass tiles, RM 122, all areas, all areas	High crew needed to dust duct work and ledge along glass window panels in gym, dust noted in all areas on furniture	X			11/28/2016							
7. No signs of animal infestation	24, 70, 107	70- saw a mouse, 24- mouse droppings, 107- mouse droppings		Х	12970	11/27/2016							

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8. Ceiling tiles present; no broken, stained, or painted	Stained:Outside 122, Just inside door 124, 24, 31, 54, 147, 52 Common area outside Room 4, 16 Need to be reset properly: 101, outside door of 75 Holes: 98, 119, 24, 47 Wrong Size: 15, 82	Tiles with holes need to be replaced to help manage mouse problem	Tiles with holes need to be replaced to help manage mouse problem X $ \begin{array}{c} 13212 \& 13213 \& \\ 13425 \& 13426 \end{array} $ 11/28/2016										
9. Walls show no signs of water damage/mildew/ paint irregularities	124, 118	124-Wall directly above door has brown stain down from stained ceiling tile, Room 118- concrete block saturated with water and paint bubbling, Room 76- wood strip behind the kitchen sink(behind laminate backsplash) showed evidence of mold		Х	13216	11/28/2016	11/29/16-Room 76						
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.													
11. Limited use of non-issued HCPSS furniture and appliances	Storage in cafeteria, 125, 142, 31, 146, 36, alcove outside 62, 62, 6	Storage in cafeteria-mini frig, 125- microwave, 142-lamp, 31-lamp, 146-fridge, 36-lamp, alcove outisde 62-lamps, 62-ottoman, 6- chair and curtains, 81 heater	х			11/28/2016							
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	122, 132, , 75, 24, 36, 5	122- stuffed animals, 132- stuffed animals, 75- cloth beanbag & stuffed animals, 24-fabric chair, 36-stuffed animals, 5- stuffed toys,	х			11/28/2016							
13. No structural or physical gaps around exit doors	Back Vestibule, Side Vestibule, gym exterior doors, electrical room exterior doors, art room exterior door	Back Vestibule, Side Vestibule, gym exterior doors, electrical room exterior doors- can see daylight at the bottom of the door. art room exterior door- rusted on the bottom right on door and frame	х		13204 & 13205 & 13206 & 13218 & 13219	11/28/2016							
14. No improperly stored materials/chemicals	kitchen small closet	non-hcpss lubricants	х			11/28/2016							
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)		carpet tiles in side vestibule are loose and not secured		Х	13216	11/28/2016							
16. Barrier mats vacuumed well													
17. Fish tanks are clean and located away from vents/thermostats	none noted												

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18. Waterproof barriers in place for plants and no standing water												
19. Sinks and fountains drain quickly and work properly including absence of leaks	Kitchen sink near dish cleaner machine, sink in room , RM 119, RM 117, RM 76		e bib, RM 117-facuet		oor below sink , RM 119-leak from M 76-check kitchen sink faucet fo		Х	13207 & 13208 & 13209	11/28/2016	11/28/2016		
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												
24. All electrical cords secured and not extending across walkways												
25. No extension cords used as permanent wiring	none noted											
26. No electrical equipment near sinks or source of water	none noted											
27. No exposed disconnected wires	none noted											
ADJACENT S												
LOOK-FORS	ROOM/LOCATION		C	OMMENTS		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													
43. Proper maintenance of planted beds and other vegetation													

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44. Landscaping and turf look healthy and disease free													
COMMENTS:													