		IEQ SCHOOL DATA BASE		•	•	-			
School Name: St. John's Lane	e Elmentary	Principal: Victoria Sarro		DATE: 11/10/	2016				
IEQ Team Leader: Alexcia	Redd	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	20 (music), 79 (Marsico),	Both rooms had prior work orders concerning temperature discomfort		V	WO#11007 room79 WO#6872 room20		See Comment 11/9/17 & 9/20		V
2. No Air Fresheners									
3. No food, dirty lunch boxes, etc. left in room									
4. Vents are clean and unobstructed	22 (hallway), 23, 10, 33, 86, 93, 66gym, 39,49, 4th & 5th grade hallway, 4th grade classrooms (rooms 76.68.69.70.71.72) and second grade hallway	Rusty or dusty vents in all of these roomss, hallway near room 78, gym, and bathrooms near second grade, HVAC units/vents in the second grade hallway needs to be dusted	Dust V	Rust			Addressed and is part of routine cleaning (short staff due to custodian resignation		>
5. Temperature sensors are not blocked	66 (speech room)	Sensor is blocked by a file cabinet (which caused temperature discomfort in the room)	V			11/10/16	11/10/16		>
6. Area appears clean and dust free	Gym and bathroom near the gym	Gym needs dusting including hoops, basketball poles, vents and shower room		J	WO#11538	11/11/16	12/12/16		V
7. No signs of animal infestation									

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8. Ceiling tiles present; no broken, stained, or painted	Data room (media)m 92,63,11,17,14,31,32,95, first grade hallway and fourth and fifth grade hallway and hallway near the playground door	water stained tile, in room 32 return grid is hanging down	Replaced tile V	Hanging grid √	WO#15269	11/17/16	12/20/16	V	
9. Walls show no signs of water damage/mildew/ paint irregularities									
10. No condensation or other evidence of humidity on ceilings walls, doors, etc.	4th & 5th grade boys bathroom and outside the media center, room 31, 106, and bathroom near the gym	Rusty areas in the ceiling, rusty ceiling grids	J	Rust grids	WO#16208	11/17/16	1/4/17	V	
11. Limited use of non-issued HCPSS furniture and appliances									
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	Throughout the building	most classrooms, pod areas, and closet (including artificial plans and curtains)	V				In progress, a plan for reduction is in place		
13. No structural or physical gaps around exit doors									
14. No improperly stored materials/chemicals									
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)									
16. Barrier mats vacuumed well									

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17. Fish tanks are clean and located away from vents/thermostats								
18. Waterproof barriers in place for plants and no standing water								
19. Sinks and fountains drain quickly and work properly including absence of leaks	Girls bathroom outside the media center	Girls bathroom have areas that need caulking		V	WO#16209	11/17/16	1/5/17	J
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	Throughout the building	Order cord covers	V			11/17/16	In progress	
25. No extension cords used as permanent wiring								
26. No electrical equipment near sinks or source of water	Gym	HVAC ducts and ripped up (insulation) and is near a power source		J	WO#9900	11/17/16	10/21/16	

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27. No exposed disconnected wires									
ADJACENT SCH	OOL GROUNDS								
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
28. No litter									
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		Gym door has a space about 1/4 inch at the bottom of the door, playground has a opening at the bottom right corner where it meets the other door (rubber ceiling is peeled away)		V		Gym Door 11/10/2016 Playground Door 12/16/16	Gym Door 11/14/2016 Playground Door 12/19/16		√
36. No pools of standing/stagnant water									
37. Exterior veneer intact									

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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										
44. Landscaping and turf look healthy and disease free										
45. Bulbs Out	Rooms 70, 82 and 51		J				In progress (short staff due to custodian resignation			
			V							
46. lamps, heater, refrigderators and air fresheners	Throughou the building									
	Whole in the brick wall in the			V	WO#16210	1/2/17	1/3/17	`	/	
47. Holes in walls	guidance hallway			V	WO#16211	1/2/17	1/3/17		/	
48. Sprinkler Head	Room 95	Need to be a closer cut around the sprinkler head								
			J			12/14/16	In progress			
Items stacked to the ceiling	Room 30 and room 21	PTA closet and music room closet								

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