| Timestamp                              | Observation:           | Room Number or<br>Location/Name: | Comments for this room:                          | ADMINISTRATION | CUSTODIAL | FACILITIES<br>WORK ORDER<br>NUMBER | IEQ WORK<br>ORDER<br>NUMBER | ASSIGNED<br>DATE | COMPLETION<br>DATE | 30-DAY REVISIT | CLOSED |
|--|------------------------|----------------------------------|--|----------------|-----------|------------------------------------|-----------------------------|------------------|--------------------|----------------|--------|
| 11/20/2017 8:4                         | 5 08: CEILING TILES: S | 5 152                            | Broken partial tile                              |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 8:46                        | 6 08: CEILING TILES: S | S 104                            | Full   |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:47                        | 7 08: CEILING TILES: S | 5 106                            | Half tile in bathroom needs to be reset          |                | x         |                                    |                             |                  |                    |                |        |
|  |                        |                                  | Need water in drain trap                         |                | х         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:49 06: CLEANLINESS: D 163 |                        |                                  | Clean floor                                      |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:49                        | 9 08: CEILING TILES: S | S 125                            | Full tile-2, corners                             |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:5                         | 1 08: CEILING TILES: S | Boys at 153                      | Replace 2 broken(                                |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 8:5 <sup>,</sup>            | 1 08: CEILING TILES: S | 5 110                            | Half tile outside<br>bathroom, water stain       |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 8:5                         | 1 06: CLEANLINESS: D   | 158                              | Clean floor                                      |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:52                        | 2 08: CEILING TILES: S | 5 123                            | Half tile not properly set                       |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:53                        | 3 08: CEILING TILES: S | 5 153                            | Replace broken tile                              |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:53                        | 3 08: CEILING TILES: S | 5 122                            | Quarter tile not properly set                    |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:54                        | 4 08: CEILING TILES: S | S 122                            | Half tile not properly set                       |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:5                         | 5 08: CEILING TILES: S | 5 157                            | Stain cut tile                                   |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 8:56                        | 6 08: CEILING TILES: S | 5 124                            | Quarter tiles and half tiles not properly set.   |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 8:58                        | 8 08: CEILING TILES: S | 5 156                            | Fix tee and reset tile                           |                | х         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:00                        | 29. INSECTS: Insect    | c 138                            | Dead in ceiling lights                           |                | х         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:07                        | 1 08: CEILING TILES: S | 6 167                            | Reset ceiling tiles                              |                | х         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:02                        | 2 08: CEILING TILES: S | 5 134                            | Water stain full tile                            |                | х         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:03                        | 3 08: CEILING TILES: S | 5 134                            | Water stain half tile                            |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 9:03                        | 3 08: CEILING TILES: S | 5 134                            | Water stain half tile<br>"freeze stat"           |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 9:04                        | 4 08: CEILING TILES: S | 5 171                            | Reset tile in bulk head area                     |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:04                        | 4 08: CEILING TILES: S | S 171                            | Stain cut and very dirty                         |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 9:0                         | 5 29. INSECTS: Insect  | c 135                            | Hallway outside room, dead bugs in ceiling light |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:07                        | 7                      | Restroom at 174                  | Pipes need to be insulated under wall unit       |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 9:07                        | 7 29. INSECTS: Insect  | c 133                            | Dead bugs in ceiling<br>light in kiln room       |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:08                        | 8 08: CEILING TILES: S | Restroom at 174                  | Wire at thermostat-<br>clarify repair            |                |           | xHVAC                              |                             |                  |                    |                |        |
|  | 9 08: CEILING TILES: S |                                  | Reset two tile                                   |                | х         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:10                        | 01A. ODOR: Unusual     | 169                              | Water to floor drain                             |                | х         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:1:                        | 3 08: CEILING TILES: S | 5 130                            | Full tile water stain, blue tape marking area    |                | x         |                                    |                             |                  |                    |                |        |

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|----------------|------------------------|-------------------------------|--|----------------|-----------|------------------------------------|-----------------------------|------------------|--------------------|----------------|--------|
| 11/20/2017 9:1 | 5 38. EXTERIOR LIGHT   | 131                           | Interior light, bulb put<br>near interior door |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:1 | 6 08: CEILING TILES: S | 131                           | Half tile, water mark                          |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 9:1 | 6 24. ELECTRICAL COR   | 172                           | Need 8 foot cord<br>protector                  |                |           | x electrical                       |                             |                  |                    |                |        |
| 11/20/2017 9:1 | 7 08: CEILING TILES: S | 172                           | Cut stained tile                               |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 9:1 | 7 08: CEILING TILES: S | 185                           | Tee at HVAC                                    |                | х         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:1 | 8 14. MATERIALS/CHEN   | 186                           |  | x-addressed    |           |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:2 | 1 08: CEILING TILES: S | 173                           | Stained cut tile tile                          |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 9:2 | 2 08: CEILING TILES: S | Girls at 173                  | Broken full tile - replace                     |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:2 | 4 08: CEILING TILES: S | 179                           | Two stained cut tiles                          |                |           | x                                  |                             |                  |                    |                |        |
| 11/20/2017 9:2 | 4 08: CEILING TILES: S | 179                           | Reset two tile in bulk head                    |                | x         |                                    |                             |                  |                    |                |        |
| 11/20/2017 9:2 | 6 08: CEILING TILES: S | 120                           | Reset tile bulk head                           |                |           |                                    |                             |                  |                    |                |        |