

# Findings for walkthrough St. John's Lane Elementary School: January 22nd, 2024 (WSJLES20240004EF)

| Tracking Number  | Finding Type   | Comments   | Location           | Assigned To    | Closed |
|------------------|--|--|--------------------|----------------|--------|
| FSJLES20240027A5 | Excess dirt or moisture or obstructed or purposely placed obstruction indicating occupant distress | The supply diffusers are visibly dirty and require dusting/cleaning.   | 22                 | custodial      | Yes    |
| FSJLES20240027A6 | Stained/damaged tiles  | Water stained ceiling tiles. If not already being addressed, school custodial staff is to submit a work order to Building Maintenance to evaluate, correct source, and replace ceiling tile. | 32                 | custodial      | Yes    |
| FSJLES20240027A7 | Miscellaneous finding  | Wall mounted HVAC duct work is coming off wall. Needs to be secured.   | 31                 | building       | Yes    |
| FSJLES20240027A8 | Stained/damaged tiles  | Water stained ceiling tiles. If not already being addressed, school custodial staff is to submit a work order to Building Maintenance to evaluate, correct source, and replace ceiling tile. | 38                 | custodial      | Yes    |
| FSJLES20240027A9 | Stained/damaged tiles  | Water stained ceiling tile. If not already being addressed, school custodial staff is to submit a work order to Building Maintenance to evaluate, correct source, and replace ceiling tile.  | Hallway outside 40 | custodial      | Yes    |
| FSJLES20240027AA | Tight seal on ceiling tiles  | Missing ceiling tile. Ceiling tile to be replaced to ensure tight seal.  | Hallway outside 42 | custodial      | Yes    |
| FSJLES20240027AB | Appliances (toaster/coffee maker/fridge/space heaters/air cleaners other than HEPA)                | A refrigerator and microwave were observed. If not serving an educational purpose, these items are recommended to be removed to improve energy conservation.                                 | 57                 | administration | Yes    |
| FSJLES20240027AC | Stained/damaged tiles  | Water stained ceiling tile. If not already being addressed, school custodial staff is to submit a work order to Building Maintenance to evaluate, correct source, and replace ceiling tile.  | Outside 65         | custodial      | Yes    |
| FSJLES20240027AD | Tight seal on ceiling tiles  | Missing ceiling tile. Ceiling tile to be replaced to ensure tight seal.  | 100                | custodial      | Yes    |
| FSJLES20240027AE | General Cleanliness/Dust   | Visible accumulation of dust observed on bookshelves. School custodial staff to clean.   | 100                | custodial      | Yes    |
| FSJLES20240027AF | Wall-mounted unit requires cleaning/general preventative maintenance                               | Wall mounted HVAC unit was visibly dirty. Building staff to clean.   | 110                | building       | Yes    |

| Tracking Number  | Finding Type  | Comments  | Location     | Assigned To    | Closed |
|------------------|---|---|--------------|----------------|--------|
| FSJLES20240027B0 | Stained/damaged tiles   | Water stained ceiling tile near room 107. If not already being addressed, school custodial staff is to submit a work order to Building Maintenance to evaluate, correct source, and replace ceiling tile. | 100          | custodial      | Yes    |
| FSJLES20240027B1 | Tight seal on ceiling tiles   | Missing ceiling tile. Ceiling tile to be replaced to ensure tight seal.   | Outside 66   | custodial      | Yes    |
| FSJLES20240027B2 | Appliances (toaster/coffee maker/fridge/space heaters/air cleaners other than HEPA) | A refrigerator and microwave were observed. If not serving an educational purpose, these items are recommended to be removed to improve energy conservation.  | 67           | administration | Yes    |
| FSJLES20240027B3 | Missing escutcheon plate  | Missing escutcheon plate. If not already being addressed, school custodial staff is to submit a work order to Building Maintenance to install new plate.  | 79           | custodial      | Yes    |
| FSJLES20240027B4 | Electrical cords unsecured, extend across walkways, cord protectors not installed   | Electrical cords should be secured to prevent tripping hazards.   | 82           | administration | Yes    |
| FSJLES20240027B5 | Appliances (toaster/coffee maker/fridge/space heaters/air cleaners other than HEPA) | A refrigerator and microwave were observed. If not serving an educational purpose, these items are recommended to be removed to improve energy conservation.  | 80           | administration | Yes    |
| FSJLES20240027B7 | Portable Fan Mode not in "Auto" position  | Thermostat fan mode was set to "on"   | Portable 252 | building       | Yes    |
| FSJLES20240027B8 | Appliances (toaster/coffee maker/fridge/space heaters/air cleaners other than HEPA) | A refrigerator and heater were observed. If not serving an educational purpose, these items are recommended to be removed to improve energy conservation.   | Portable 253 | administration | Yes    |