

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 |