

# 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