

School Name: Burleigh Manor MS	
IEQ Team Leader: Kim Scaife	
LOOK-FORS	ROOM/LOCATION
1. No unusual or offensive odors, or temperature discomfort	
2. No Air Fresheners	222,173
3. No food, dirty lunch boxes, etc. left in room	195, 143C, 105
4. Vents are clean and unobstructed	203C, 204C, 143C,223
5. Temperature sensors are not blocked	
6. Area appears clean and dust free	Hallway lockers outside Art Room, 223, Teacher Work room, murals,

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7. No signs of animal infestation	
8. Ceiling tiles present; no broken, stained, or painted	203,205, UL Supply Room, 112, 114, 115, 143, Hallway b/w 115 & 114, Hallway outside band, 100, 172, 173, 103, 109, 104, 106, dark rm,media, 126, 124, 120, 121, 137
9. Walls show no signs of water damage/mildew/ paint irregularities	203, Ele Room by Toth
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	
11. Limited use of non-issued HCPSS furniture and appliances	222, 195, 144, 112, 114, 115, 116, 172, 173, 102, 109, 107, 137,Boyer/Tammy, 105, 139, 123,122, 106,111, dark rm, 127

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12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	200, 143, 139, dark rm, Randolph
13. No structural or physical gaps around exit doors	203, 134
14. No improperly stored materials/chemicals	204C, 102, makerspace, 222
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	114/116, media
16. Barrier mats vacuumed well	
17. Fish tanks are clean and located away from vents/thermostats	
18. Waterproof barriers in place for plants and no standing water	

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19. Sinks and fountains drain quickly and work properly including absence of leaks	114, 113C
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	114, 125, 129, 128, 109,110, 109, 127, 124, 134
25. No extension cords used as permanent wiring	117

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26. No electrical equipment near sinks or source of water	
27. No exposed disconnected wires	
ADJACENT SCHOOL GROUNDS	
LOOK-FORS	ROOM/LOCATION
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	

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34. Windows are closed	
35. Exterior doors are closed	
36. No pools of standing/stagnant water	
37. Exterior veneer intact	
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	

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44. Landscaping and turf look healthy and disease free	
COMMENTS:	
222/144C/Engineer Room outside band/100/Supply Closet FO/10	
195/115/118/117/100/172/boyer/tammy/137-missing diffuser ove	
200/200C/201/144/142/142C/Teacher Work Room Closet/ELA cl	
118-exposed HVAC duct work Work Order: 17527 Date: 1/12/17	
115/118/119/117/116/123-ceiling tiles bowing	
201C-open tubing	

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157/155 - buzzing sound	
ELA Closet by MC - door knob needs replaced	
106-cardboard	
134-cover missing on fire pull starter	

IEQ SCHOOL DATA BASE

Principal: Antoinette Roberson

DATE: 12/17/2016

IEQ System Leader:

COMMENTS	ADMIN	FACILITIES	WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED
Candle, Electric Diffuser,	X			1/12/17
Food not in storage containers	X			1/12/17
Vent Dust	X			1/12/17
Dust	X			1/12/17

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outside door of rm 203(stain), inside (ripped and grease?), stains follow sprinkler line (112), Missing tile(hallwaysoutside band),		X	17519	1/12/17
backsplash pulling away from wall, leak		X	17517	1/12/17
(2) non-issued lamps(222/116/172/173/Boyer/139), mini fridge(222/195/114/dark rm), microwave(195), plastic shelving needs replaced to issued wire racking(144/115/107/Boyer/105/124), couch(112/107), fan(102/109/Boyer/139/106/111/randolph/122), heater(139), chair(127), coffee maker(134)	X			1/12/17

IEQ SCHOOL DATA BASE

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Stuffed shoe chair(200), non issued carpet(143), curtains	X			1/12/17
exterior window seal needs caulked(can see outside through crack)		X	17512	1/12/17
Closet in 204(MSDS Flammable closet unlocked and no papers), boxes(102), windex, lysol	X			
(2) carpets covering power cables(114), stains on floor(116), floor tile lifting up		X	17524	1/12/17

IEQ SCHOOL DATA BASE

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emergency eye wash has no drain, fills to buckets(114), sink leaks in 113 Closet		X	17521	1/12/17
	X			1/12/17
	X			1/12/17

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IEQ System Leader:

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9/8th grade hall/Boyer/dark room/122/137-Scussion ring missing from sprinkler head Work Order: 17522 Date: 1/12/17

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er vent Work Order: 17522 Date: 1/12/17

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oset by MC/124-Items stacked above fire marshall 2 block rule Date: 1/12/17

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X

17528

1/12/17

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X

17529

1/12/17

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IEQ SCHOOL DATA BASE

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DATE: 12/17/2016

IEQ System Leader:

		X	17531	1/12/17
		X	17532	1/12/17
		X	17540	1/12/17
		X	17535	1/12/17

