	IEQ SCHOOL DATA BASE		
School Name: Northfield Elementary	Principal: Dr. Tiffany Tresler	DATE: 12.13.16	
IEQ Team Leader: Colleen Golden	IEQ System Leader: Gregory Maciulla		

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LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
No unusual or offensive odors, or temperature discomfort	C26, C09, B11	C26- Room feels warmer than the others. C09- cold. B11(closet)- gets very hot in the summer		X	18566	work in progress			
2. No Air Fresheners	All staff bathrooms, C26, C11	Remove all air fresheners, non-HCPSS lotions and soaps	X						
3. No food, dirty lunch boxes, etc. left in room	C100, C121, B36, C34	Put food in sealed storage containers. Food items used for Science need to be in sealed containers (rice, flour, etc.)	X						
4. Vents are clean and unobstructed	B41, C70, C71, C65, C58,	Return ducts need to be dusted in bathrooms, C70, C71, C65, C58, C57, C43, C42, B31 Front office vent needs to be opened. Water bottles (5 gallon jugs) obstructing vent in C109. Vent obstruction in B41 near cubbies.	X						
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	Media Center shelves, C65, Team 3 exit doors, C49, B06, B13, B16, B18, B29, B30		X						
7. No signs of animal infestation	C51, B06, B18, B16	Insects in light covers.	X						
8. Ceiling tiles present; no broken, stained, or painted	C54, C113, entrance to Kindergarten wing, Media Center, C34, C19, C18, C10, C08, C07, Hallway between C119 and C120, C54, C46	Stained tiles: Near 154, 4th gr. book closet, middle of Media Center, C34, C31, C10, C07, C08, Between C119 and C120, C54, C46, Loose or broken: C113, entrance to Kindergarten		X	18563 and 18593	work in progress			
9. Walls show no signs of water damage/mildew/ paint irregularities	MPR, Cafeteria	MPR- Crack above whiteboard Cafeteria- Paint peeling by spiral staircase and exit door.		X	18587	work in progress			

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10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	C35	moisture around window		X	18588	work in progress			
11. Limited use of non-issued HCPSS furniture and appliances	C106, Staff lounge, Media Center, Front Office, C121, C07, C75, C72, C62, B09	C106- wooden shelf in closet. Staff Lounge- toasters. Media Center- Keurig, mini fridge, space heater. Front Office- lamps	X						
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	C35, C106, Staff Lounge, Media Center Front Office, C121, C115, B41, B33, B39, C34, C30, C26, C19, C18, C11, C10, C07, C09, C08, C74, C73, C75, C72, C64, C61, C63, C46, C45, B09, B05, B04	Stuffed animals, cloth beanbags, wreathes, fake plants, cushions, chairs, curtains over windows and shelving, Media Center- paper blinds, items hanging from ceiling	X						
13. No structural or physical gaps around exit doors									
14. No improperly stored materials/chemicals									
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)									
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	Front Office	Need plates under live plants	X						

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19. Sinks and fountains drain quickly and work properly including absence of leaks	Kitchen	Leak near dish washing sink.		X	18591	completed	1/25/17		
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									
25. No extension cords used as permanent wiring									
26. No electrical equipment near sinks or source of water									
27. No exposed disconnected wires									
ADJACENT SCHOOL GROUNDS									
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
28. No litter									

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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							
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							

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43. Proper maintenance of planted beds and other vegetation									
44. Landscaping and turf look healthy and disease free									
COMMENTS:									
C54- Missing sprinkler escheon. (work order #19138) C110 and C26- missing base cover plate on radiator. (work order #19139) C115-coat closet in bathroom, C35 and C31- bathroom used for storage									