

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDER NUMBER	IEQ WORK ORDERS NUMBER	ASSIGNED DATE	COMPLETION DATE	30-DAY REVISIT	CLOSED
10/5/2017 9:21:25	EXTENSION CORDS	C119	Electrical wires need to be secured under desk			x					
10/5/2017 9:21:06	CLEANLINESS: Dust	C120	Blinds dusty		x						
10/5/2017 9:21:21	CARPET: Wet near s	C122	Carpet HCPSS purchased	x							
10/5/2017 9:21:18	PLANTS: NO ARTIFI	A216									
10/5/2017 9:21:04	VENTS: Dirty, obstructed	C122	Restroom exhaust vent does not look open enough- check				x				
10/5/2017 9:21:12	FABRIC MATERIALS	C122									
10/5/2017 9:31:06	CLEANLINESS: Dust	C125	Wall dusty above blinds on exterior wall		x						
10/5/2017 9:31:06	CLEANLINESS: Dust	C116	File cabinet dusty		x						
10/5/2017 9:31:04	VENTS: Dirty, obstructed	Staff restroom next to C1	Vents dirty inside				x				
10/5/2017 9:31:04	VENTS: Dirty, obstructed	C128	Exhaust Vent closed				x				
10/5/2017 9:31:21	CARPET: Wet near s	C128	Remove	x							
10/5/2017 9:41:04	VENTS: Dirty, obstructed	C128	File cabinet needs to be moved away from wall vent	x							
10/5/2017 9:41:06	CLEANLINESS: Dust	C112 storage	Top of kiln hood dusty		x						
10/5/2017 9:41:04	VENTS: Dirty, obstructed	C111	Vent surface dusty		x						
10/5/2017 9:41:18	PLANTS: NO ARTIFI	C208									
10/5/2017 9:41:12	FABRIC MATERIALS	C108									
10/5/2017 9:51:06	CLEANLINESS: Dust	C101b									
10/5/2017 9:51:04	VENTS: Dirty, obstructed	C101b	Wall vent blocked	x							
10/5/2017 9:51:		C101b	Potting soil-remove	x							
10/5/2017 9:51:08	CEILING TILES: Stain	Gym storage	Reset tile		x						
10/5/2017 9:51:18	PLANTS: NO ARTIFI	C208									
10/5/2017 9:51:04	VENTS: Dirty, obstructed	Gym storage	Vent surface dusty		x						
10/5/2017 10:10:04	VENTS: Dirty, obstructed	B139	Bookshelf- move spoke with teacher- not able to move	x							
10/5/2017 10:10:04	VENTS: Dirty, obstructed	Staff restroom at B140									
10/5/2017 10:11:21	CARPET: Wet near s	B131	Small none approved carpet	x							
10/5/2017 10:11:06	CLEANLINESS: Dust	B131	Blinds dusty		x						
10/5/2017 10:11:21	CARPET: Wet near s	B127	Two Small carpets	x							
10/5/2017 10:11:		A158 storage	Closet- not safe and needs to be organized	x							
10/5/2017 10:11:03	FOOD: Unsealed, left	A162	Food not in container	x							
10/5/2017 10:11:		A165	18 clearance on top shelf	x							
10/5/2017 10:11:11	NON-ISSUED HCPS	A167	Cloth arm support	x							
10/5/2017 10:11:04	VENTS: Dirty, obstructed	A171	Exhaust vent closed				x				
10/5/2017 10:11:11	NON-ISSUED HCPS	A171	Two small sitting cushions	x							
10/5/2017 10:11:12	FABRIC MATERIALS	173	Chair	x							
10/5/2017 10:11:04	VENTS: Dirty, obstructed	Stage	Need something added to wall to keep stage curtain away from exhaust vent on wall			x					
10/5/2017 10:11:04	VENTS: Dirty, obstructed	Stage	Dusty		x						