IEQ SCHOOL DATA BASE									
School Name: Thomas Viaduct Middle School Principal: Shiney John DATE: December 5, 2016									
IEQ Team Leader: Greg Lertora IEQ System Leader: Greg Maciulla									
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	,								
2. No Air Fresheners	1. A40 2.A48	1. diffuser on shelf by window 2. Basket of lotions	х						
3. No food, dirty lunch boxes, etc. left in room	1. A57 2. Parks and Rec room 3. A04 4. 207 (closet)	1. Food not in sealed container 2. Juice boxes not in sealed container(s) 3 Food not in sealed container 4. Food not in sealed container	X						
4. Vents are clean and unobstructed	1. Health room 2.computer lab 3. A43 4. Heat unit in vestibule by A48 5. A65/A64 (staff bathroom 6. A78 (Art room) 7. cafeteria 8. Gym 9. 235 10. 218 (Smith) 11. Staff	1. dust in vent fins(HVAC) & dust on outside fins (custodial) 2. chairs near HVAC vents 3. chair blocking vents 4. air filter not installed correctly 5. Dust in exhaust fan (& loose screw) 6. paper rolls blocking heat unit 7. ceiling vents, dusty 8. air grates, dust 9. dusty return vent 10. filing cabinet blocking return 11. dusty return vent 12. Dusty return vent		х	14478	12/9/16			
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	1. Health room 2. student services conference room 3. A36 & 37 (electrical rooms) 4. 8th grade hallway 5. GT room (A44) 6.A39 7.A40 8. A49 9. A48 10. stairwell outside A48 11. A58 12. A73 13. B65 (IDF room) 14. Parks and Rec room	1. dust around baseboards/under stools 2. dusty floors around baseboards 3. dust on floor 4. dust on top of lockers 5. Dust on top shelves 6. Dust/cobwebs under shelves by pencil sharpener 7. Floor dust along baseboards 8. Dust on window shelving 9. Floor dust along baseboards 10. dust on stair runners 11. Dust on exterior grille/air vent; dust on floor 12. dust on floors13. floor dust 14. dust/dirt on floor	x						
7. No signs of animal infestation									

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8. Ceiling tiles present; no broken, stained, or painted	1. Student services conference room 2. A43 (electrical room behind TV studio 3. A45 (TV studio) 4. A56 5. A65/69 6.	1. loose ceiling tile 2. Stain on ceiling tile above 4. stain on ceiling tile (active leak?) 5. loose ceil		х	14481	12/9/16		
9. Walls show no signs of water damage/mildew/ paint irregularities								
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.								
11. Limited use of non-issued HCPSS furniture and appliances	1. Student services office 2. Custodial office 3. B07 (Music office) 4. 216	1. coffee maker 2. Microwave 3. Lamp 4. lamp		x				
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	1. Harig office 2. A77 3. 216 4. 210	1. Pillow 2. bean bag chair, rug 3. pillow 4. stuff	fed toys	x				
13. No structural or physical gaps around exit doors	1. Exterior doors by A48; by A75; by A78; cafeteria, exterior doors; B06 (Band room) 2. B45 (Gym, storage closet)	1. gap under doors(threshold) 2. exterior door, ve	rertical gap (missing bar?)	x	14484	12/9/16		
14. No improperly stored materials/chemicals	1. Student services office 2. GT room (A44)	1. Bottle of windex 2. WD-40		x				
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	1. A46 (back room off TV studio)	1. floor tiles missing		x				
16. Barrier mats vacuumed well								
17. Fish tanks are clean and located away from vents/thermostats								

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18. Waterproof barriers in place for plants and no standing water									
19. Sinks and fountains drain quickly and work properly including absence of leaks	1. A52 (boys' BR)	1.floor drain needs to be cleaned	x						
20. No standing water in sinks, fountains, on counter	1. Locker room/laundry room	1. washing machine draining into drain (needs to be corrected)		x	14481	12/9/16			
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	ALL computer carts	Need yellow/rubber cord protectors		x	14485	12/9/16			
25. No extension cords used as permanent wiring									
26. No electrical equipment near sinks or source of water									
27. No exposed disconnected wires									
ADJACENT SCH	OOL GROUNDS								
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED

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IEQ Team Leader: Greg Lertor	a	IEQ System Leader: Gi	reg Maciulla					
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								
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:									