IEQ SCHOOL DATA BASE

School Name: **Waverly Elementary School** **Principal:** **Kathy Jacobs** **DATE: January 19, 2017**

IEQ Team Leader: **Rachel Edoho-Eket** **IEQ System Leader: Olivia Claus**

LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT
1. No unusual or offensive odors, or temperature discomfort	3602, 3702, 412	hot temperature in room. 412- air leaks		X	**HVAC-18273**	Jan. 19, 2017		
2. No Air Fresheners	staff lounge, kitchen bathroom	personal bathroom sprays need to be removed	X					
3. No food, dirty lunch boxes, etc. left in room	3716, 3209	food snacks need to be placed in a sealed container	X					
4. Vents are clean and unobstructed	gym storage, 203, 3304(health room) 308, 312, girls/boys first grade bathroom, 401, 402, 406, 407, kitchen area, 501, 502, 3310, 3716, 513 (girls 4th grade bathroom) cafeteria windows, cafeteria storage area, cutodial office	exhaust fan vents need to be cleaned/dusted; custodial office: vent cover needs replacement		X	**HVAC- 18274**	Jan. 19, 2017		
5. Temperature sensors are not blocked								
6. Area appears clean and dust free	girls RECC hallway bathroom, 3712, 3600	general area needs to be cleaned/dusted	X					
7. No signs of animal infestation	308	mouse trap found near door	X					

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8. Ceiling tiles present; no broken, stained, or painted	gym office, 3304(health room) office hallway, AP office, 309, 312, 400, 501, 502, 3320, 3716, 3209, 3210, 311, 3321, 3603, 3604, 3701, 3614, media center, 4th grade pod 114	Stains on ceiling tiles/stained, broken tile and speaker (3304), office hallway: 5 tiles need replacement. AP office: 1 tile needs replacement. 309, 312 & kiln 400,501, 3320, 3716, 3209, 3210, 311, 3603, 3614, media center, 4th grade pod, 3621, 3114 : tiles need replacement/stains. 3604: missing tiles in closet		X	**carpentry-18608**	Jan. 24, 2017		
9. Walls show no signs of water damage/mildew/ paint irregularities	3320, 3321	water leak in the sun roof		X	**carpentry- 18275**	Jan. 19, 2017		
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	110 (mechanical room)	standing water on the floor		X	**HVAC-18609**	Jan. 24, 2017		
11. Limited use of non-issued HCPSS furniture and appliances	gym office, teacher's workroom, 404, kitchen area, 3211, 3321, 3714, 3605, 3906, 3701, 3702, 3614, 3611, 3612, 3613, 3635, 3620, 3622, 3621, floor freezer in cafeteria, 112, 114	microwaves, toaster ovens, and personal fridges present. 3211, 3321, 3605, 3701, 3611, 3612, 3635: personal furniture/storage/shelving	X					
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	gym office, media rug, 3310, 3321, 3714, 3603, 3605, 3614, 3613, 3624, 3625, 3622, 3621	Media/bean bags, chair cushion, seat pillows / Rugs, cushions, chairs, bean bags & stuffed animals non-compliant. 3310, 3603, 3625 - decorative curtains, 3624: incredible hulk bulletin board	X					
13. No structural or physical gaps around exit doors	3701	hole present in closet wall		X	**carpentry-18276**	Jan. 19, 2017		
14. No improperly stored materials/chemicals	3211, 3701, 3625	personal cleaners/chemicals present	X					

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15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	boys/girls RECC hall way bathroom, 3209	grate on ceiling should be cleared; tiles need to be closed; 3209 : Escon plate cover on tile needs replacing		X	**plumbing- 18295**	Jan. 19, 2017		
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								
19. Sinks and fountains drain quickly and work properly including absence of leaks	girls/boys 1st grade bathroom,	drains need to be cleaned off	X					
20. No standing water in sinks, fountains, on counter								
21. Carpet dry nearby sinks, fountains	3615	sink shelf missing a door		X	**carpentry- 18278**	Jan. 19, 2017		
22. Soap and paper towels available	3633, 3634	needs hand soap	X					
23. All electrical outlets secure, no frayed wires on equipment	312, 3321	cord covers need to be ordered for the art room. 3321- cover electrical socket		X	**electrical- 18279**	Jan. 19, 2017		
24. All electrical cords secured and not extending across walkways								
25. No extension cords used as permanent wiring								

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26. No electrical equipment near sinks or source of water								
27. No exposed disconnected wires								
27a. (added) HVAC	3716, 3702, 3632, 110 (mechanical room)	HVAC diffuser (loud noise) belt/ball bearings needs to be fixed, diffuser cover needed; 3632: move table near vent. 110- salt bags blocking heater		X	**HCAC- 18279**	Jan. 19, 2017		
ADJACENT SCHOOL GROUNDS								
LOOK-FORS	**ROOM/LOCATION**	**COMMENTS**	**ADMIN**	**FACILITIES**	**COMMENTS/WORK ORDER**	**ASSIGNED TO**	**COMPLETION DATE**	**30 DAY REVISIT**
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								

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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								
44. Landscaping and turf look healthy and disease free								

COMMENTS:

On December 23, 2016 our IEQ team completed a school-wide walkthrough. The main concers are: (1) There is a large amount of personal shelving/storage present in classroms (2) many tiles are stained or broken within the building and (3) 18 inch clearace needs to be corrected on top shelves and (4) custodians needs impromentswhen attending to dusty areas

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