

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDERS	IEQ WORK ORDERS	ASSIGNED DATE	COMPLETION DATE	30-DAY REVISIT	CLOSED
3/17/2017 14:15:22	03: FOOD: Unsealed, left in room, dirty lunch boxes	12	Need to contain	X	X			3/18/17	Ongoing		
3/17/2017 13:20:21	04: VENTS: Dirty, obstructed (Wall, Ceiling)	60		X	X			3/18/17	Ongoing		
3/17/2017 13:23:50	04: VENTS: Dirty, obstructed (Wall, Ceiling)	64		X	X			3/18/17	Ongoing		
3/17/2017 13:34:16	04: VENTS: Dirty, obstructed (Wall, Ceiling)	42	Ceiling light out for item 27	X	X			3/18/17	Ongoing		
3/17/2017 13:43:04	04: VENTS: Dirty, obstructed (Wall, Ceiling)	25	Dusty	X	X			3/18/17	Ongoing		
3/17/2017 14:10:10	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Media center	By doors	X	X			3/18/17	Ongoing		
3/17/2017 14:14:12	04: VENTS: Dirty, obstructed (Wall, Ceiling)	12	Return blocked by paper and copier cart need to relocate	X	X			3/18/17	Ongoing		
3/17/2017 13:19:11	06: CLEANLINESS: Dust, trash	Electrical room 6th grade		X	X			3/18/17	Ongoing		
3/17/2017 13:36:38	06: CLEANLINESS: Dust, trash	7th grade hall	Dust lockers	X	X			3/18/17	Ongoing		
3/17/2017 13:46:55	06: CLEANLINESS: Dust, trash	S4 Storage	18" clearance	X	X			3/18/17	Ongoing		
3/17/2017 13:47:49	06: CLEANLINESS: Dust, trash	S4 Storage	Clutter	X	X			3/18/17	Ongoing		
3/17/2017 13:55:42	06: CLEANLINESS: Dust, trash	Art room storage	On top of the kiln hood	X	X			3/18/17	Ongoing		
3/17/2017 13:57:31	06: CLEANLINESS: Dust, trash	14A	Dust	X	X			3/18/17	Ongoing		
3/17/2017 14:04:59	06: CLEANLINESS: Dust, trash	31AV	Split unit needs cleaned	X	X			3/18/17	Ongoing		
3/17/2017 14:16:03	07: PESTS: Signs of infestation (fecal matter)	12	Lamps	X	X			3/18/17	Ongoing		
3/17/2017 13:17:18	08: CEILING TILES: Stained, broken, holes, painted	Guidance office 36	Above Ruth	X	X			3/18/17	Ongoing		
3/17/2017 13:25:44	08: CEILING TILES: Stained, broken, holes, painted	6th hall by moffitt		X	X			3/18/17	Ongoing		
3/17/2017 13:26:35	08: CEILING TILES: Stained, broken, holes, painted	23	Painted tile-no pins	X	X			3/18/17	Ongoing		
3/17/2017 13:29:22	08: CEILING TILES: Stained, broken, holes, painted	23A	Stained tile and light lens (water) - no pins	X	X			3/18/17	Ongoing		
3/17/2017 13:32:35	08: CEILING TILES: Stained, broken, holes, painted	19A	18" clearance	X	X			3/18/17	Ongoing		
3/17/2017 13:37:58	08: CEILING TILES: Stained, broken, holes, painted	16A	18" clearance	X	X			3/18/17	Ongoing		
3/17/2017 13:40:59	08: CEILING TILES: Stained, broken, holes, painted	41		X	X			3/18/17	Ongoing		
3/17/2017 14:02:13	08: CEILING TILES: Stained, broken, holes, painted	27	Stain-no pins	X	X			3/18/17	Ongoing		
3/17/2017 14:03:43	08: CEILING TILES: Stained, broken, holes, painted	31AV	Stain-no pins	X	X			3/18/17	Ongoing		
3/17/2017 14:26:55	08: CEILING TILES: Stained, broken, holes, painted	Kitchen		X	X			3/18/17	Ongoing		

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3/17/2017 14:08:51	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	11A	Window sill paint splitting			26733		April 5, 2017	5-Apr-17	4.13.2017 finished scrapping paint off the walls 4.19.2017 Primed spots w/ loxon & put 2 coats of finished paint on walls	
3/17/2017 14:12:24	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	11	Window sill paint splitting and mortar compromised			26734		April 5, 2017	5-Apr-17	4.13.2017 finished scrapping paint off the walls 4.19.2017 Primed spots w/ loxon & put 2 coats of finished paint on walls	
3/17/2017 13:29:51	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	23A	Toaster oven	X				3/18/17	3/30/17		
3/17/2017 13:32:55	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	19	Chair	X				3/18/17	3/30/17		
3/17/2017 13:39:09	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	16	Fabricated chairs	X				3/18/17	3/30/17		
3/17/2017 13:41:00	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	24	Fabric chairs	X				3/18/17	3/30/17		
3/17/2017 13:44:49	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	25	Lamp	X				3/18/17	3/30/17		
3/17/2017 13:53:36	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	15	Lamps	X				3/18/17	3/30/17		
3/17/2017 13:55:49	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	14A	Refrigerator	X				3/18/17	3/30/17		
3/17/2017 13:56:30	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	14A	Coffee maker	X				3/18/17	3/30/17		
3/17/2017 13:58:58	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	14	Shelves	X				3/18/17	3/30/17		
3/17/2017 14:05:41	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	31AV	Lamp	X				3/18/17	3/30/17		
3/17/2017 14:10:57	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	11A	Coffee maker	X				3/18/17	3/30/17		
3/17/2017 13:35:04	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	18	Wall hangings	X				3/18/17	3/30/17		
3/17/2017 13:41:19	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	24	Rugs	X				3/18/17	3/30/17		
3/17/2017 14:13:09	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	11	Pillow on rocker	X				3/18/17	3/30/17		

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3/17/2017 13:18:52	13. AIR GAPS: Structural or physical gaps around exit doors	S2 Storage hallway	Exterior doors weather stripping			26735		5-Apr-17	4/5/17- Submitted to contractor (MOST, Inc.) for quote. Pending approval, will schedule for repair.		
3/17/2017 13:30:06	13. AIR GAPS: Structural or physical gaps around exit doors	34				26736		5-Apr-17	4/5/17- Submitted to contractor (MOST, Inc.) for quote. Pending approval, will schedule for repair.		
3/17/2017 13:43:36	13. AIR GAPS: Structural or physical gaps around exit doors	25	Daylight - weather stripping			26739		5-Apr-17	4/5/17- Submitted to contractor (MOST, Inc.) for quote. Pending approval, will schedule for repair.		
3/17/2017 13:48:32	13. AIR GAPS: Structural or physical gaps around exit doors	26	Weather stripping - daylight			26741		5-Apr-17	4/5/17- Submitted to contractor (MOST, Inc.) for quote. Pending approval, will schedule for repair.		
3/17/2017 13:50:19	13. AIR GAPS: Structural or physical gaps around exit doors	Media Center Entrance				26748		5-Apr-17	4/5/17- Submitted to contractor (MOST, Inc.) for quote. Pending approval, will schedule for repair.		
3/17/2017 14:02:49	13. AIR GAPS: Structural or physical gaps around exit doors	27	Daylight - weather stripping			26751		5-Apr-17	4/5/17- Submitted to contractor (MOST, Inc.) for quote. Pending approval, will schedule for repair.		
3/17/2017 13:57:12	14. MATERIALS/CHEMICALS: Improperly stored or marked	14A	Disinfectant sprays	X				3/18/17	3/30/17		
3/17/2017 14:06:19	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	31AV	Broken floor tile			26753		April 5, 2017			
3/17/2017 14:15:00	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	12	Artificial flowers	X				3/18/17	3/30/17		

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3/17/2017 13:21:19	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	T7 Girls	Padding hanging off ADA piping (plumbing)			26754		5-Apr-17	4/5/2017 12:45:36 PM Used plunger to unclog drains. Halsey Taylor W/C needs front cover and switch for right side push pad , Model HTV8Q 1A . Sink drain covers missing on 1 1/2" p traps - need 2covers .		
3/17/2017 13:28:30	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	23	ADA cover missing at sink (carpentry)			26755		5-Apr-17			
3/17/2017 14:00:06	22. SOAP AND PAPER TOWELS: Unavailable near sinks	54 office	No soap dispenser.			26756		5-Apr-17			
3/17/2017 13:44:09	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	25	Exit sign hanging sideways		X			3/18/17	3/30/17		
3/17/2017 13:21:42	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	62				26757		April 5, 2017	April 5, 2017		
3/17/2017 13:58:40	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	14	Cord protector			26758		April 5, 2017	April 5, 2017		
	Pins on any stain; overall cleanliness- top of lockers;				X						