

IEQ SCHOOL DATA BASE

School Name: West Friendship

Principal: Kaye Breon

DATE: 12/15/16

IEQ Team Leader: Ann Steger

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
1. No unusual or offensive odors, or temperature discomfort									
2. No Air Fresheners	122	air fresheners				12/17/16	12/17/16		
3. No food, dirty lunch boxes, etc. left in room	155	oatmeal container	X			12/17/16	12/17/16		
4. Vents are clean and unobstructed	168, 155, boys room, 163, 152, 188, 171, 106, 106A, 105, 112, 110, 172, media, 178, 170, custodial office, 133, 105, 186, 150	boxes too high, items in closet, vents open more, book shelves too high, vent dirty, light vent, vent needs filter, tubs on top, items on lockers too high, containers too high on shelf	X	X		12/17/16	1/2/17		
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	custodial storage & office, boiler room, 112, 176, 166, 106, 169, 158, 154, 153, 163, 152, 151, 120, 176, 105	vent dusty, floor dusty, dust and debris on floor, storage room vent dusty, vents in ceiling and door dust, cobwebs in corners and along baseboards, electrical cabinets dusty	X			12/17/16	1/2/17		
7. No signs of animal infestation	167, 166, 165, 116106A, 123, custodial storage, cafeteria	cob webs/spiders, bugs in light, bugs in lens	X			12/17/16	1/23/17		

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8. Ceiling tiles present; no broken, stained, or painted	131, 130, 133, 134,135, 142, hallway near 143, 169, 167,156, 170, 155, 157,153, boys room, 152, 151, 124,123, 122, 121, 120, 125, 189,186, 185, 171, 166, 116, 106, 106A, 100, 104, workroom, storage closet behnd Penny, closet 101, boys bathroom, hall, 112, lounge, 179, 173, media, 176	stain tile, tile up, loose tile, tile back of room, tile hole, tile paint, cracked tile, tile gone, sinking ceiling tile, missing ceiling tiles, ceiling tile drooping, broken tile	X	X		12/17/16	1/2/17		
9. Walls show no signs of water damage/mildew/ paint irregularities	123, 124, 171, 106A	water/light, leak, peeling paint, water stain on light		X		12/17/16	1/23/17		
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.									
11. Limited use of non-issued HCPSS furniture and appliances	169, 154, 163, 122, 186, 171, 116, 106, 101, 112, 172, 176, hallway,	carts in ER, lamps, book shelves, chairs, lamp, microwave, 2 chairs, shelving, artificial plant, 3 step ladder, wooden table/stand, top shelves emptied, fire ex. Month/year	X	X	Greg Maciulla	12/17/16	requested new bookshelves		
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	131, 130, 108, 170, 155, 157, 150, 106	fabric on bulletin board, rugs, beanbag chair, cloth on table, stuffed animal, chair pad, cushion	X			12/17/16	12/18/16		
13. No structural or physical gaps around exit doors	130, 131, 134, cafeteria, 153, 123, 121, 189, gr 5/tech, hallway gr 3, 155, 188, 172	door sweep has space, door opening, door rubber, hallway door rubber, rubber on bottom of door, weather strip door, seal outside door		X		12/17/16	1/31/17		
14. No improperly stored materials/chemicals	152, 122	goo gone, clorox	X			12/17/16	12/18/16		

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15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	110, mens bathroom, media	floor drain dirty, sprinkler plate over ramp	X	X		12/17/16	2/2/17		
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									
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		no outlet in bathroom		X	Greg Maciulla	12/17/16	1/2/17		
24. All electrical cords secured and not extending across walkways	122, 120, 155	projector cord, cord cover needed		X		12/17/16	12/19/16		

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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

29. No large insect populations (wasps, bees)

30. Awnings secure, no leaks

31. Shrubby 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

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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

43. Proper maintenance of planted beds and other vegetation

44. Landscaping and turf look healthy and disease free

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