

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDER NUMBER	IEQ WORK ORDER NUMBER	ASSIGNED DATE	COMPLETION DATE	30-DAY REVISIT	CLOSED
11/20/2017 8:45 08:	CEILING TILES: S	152	Broken partial tile			x					
11/20/2017 8:46 08:	CEILING TILES: S	104	Full		x						
11/20/2017 8:47 08:	CEILING TILES: S	106	Half tile in bathroom needs to be reset		x						
11/20/2017 8:49 01A.	ODOR: Unusual	163 closet	Need water in drain trap		x						
11/20/2017 8:49 06:	CLEANLINESS: D	163	Clean floor		x						
11/20/2017 8:49 08:	CEILING TILES: S	125	Full tile-2, corners		x						
11/20/2017 8:51 08:	CEILING TILES: S	Boys at 153	Replace 2 broken(Half tile outside bathroom, water stain			x					
11/20/2017 8:51 08:	CEILING TILES: S	110				x					
11/20/2017 8:51 06:	CLEANLINESS: D	158	Clean floor		x						
11/20/2017 8:52 08:	CEILING TILES: S	123	Half tile not properly set		x						
11/20/2017 8:53 08:	CEILING TILES: S	153	Replace broken tile		x						
11/20/2017 8:53 08:	CEILING TILES: S	122	Quarter tile not properly set		x						
11/20/2017 8:54 08:	CEILING TILES: S	122	Half tile not properly set		x						
11/20/2017 8:55 08:	CEILING TILES: S	157	Stain cut tile			x					
11/20/2017 8:56 08:	CEILING TILES: S	124	Quarter tiles and half tiles not properly set.		x						
11/20/2017 8:58 08:	CEILING TILES: S	156	Fix tee and reset tile		x						
11/20/2017 9:00 29.	INSECTS: Insect p	138	Dead in ceiling lights		x						
11/20/2017 9:01 08:	CEILING TILES: S	167	Reset ceiling tiles		x						
11/20/2017 9:02 08:	CEILING TILES: S	134	Water stain full tile		x						
11/20/2017 9:03 08:	CEILING TILES: S	134	Water stain half tile			x					
11/20/2017 9:03 08:	CEILING TILES: S	134	Water stain half tile "freeze stat"			x					
11/20/2017 9:04 08:	CEILING TILES: S	171	Reset tile in bulk head area		x						
11/20/2017 9:04 08:	CEILING TILES: S	171	Stain cut and very dirty			x					
11/20/2017 9:05 29.	INSECTS: Insect p	135	Hallway outside room, dead bugs in ceiling light		x						
11/20/2017 9:07		Restroom at 174	Pipes need to be insulated under wall unit			x					
11/20/2017 9:07 29.	INSECTS: Insect p	133	Dead bugs in ceiling light in kiln room		x						
11/20/2017 9:08 08:	CEILING TILES: S	Restroom at 174	Wire at thermostat-clarify repair			xHVAC					
11/20/2017 9:09 08:	CEILING TILES: S	169	Reset two tile		x						
11/20/2017 9:10 01A.	ODOR: Unusual	169	Water to floor drain		x						
11/20/2017 9:13 08:	CEILING TILES: S	130	Full tile water stain, blue tape marking area		x						

