

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
10/11/2017 9:53:20	03. FOOD: Unsealed, left in room, dirty lunch boxes	C13	Food not in hard container	X					10/20/17		
10/11/2017 10:48:27	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Girls and boys restroom at C07	vents not open				X - #47725 submitted 10/11/17		10/23/17		
10/11/2017 10:58:06	04: VENTS: Dirty, obstructed (Wall, Ceiling)	A27	Exhaust vents need to be cleaned at roof deck				X - #47892 submitted 10/24/17				
10/11/2017 10:46:42	06: CLEANLINESS: Dust, trash	Media	Tops of shelves are dusty.		X				10/20/17		
10/11/2017 10:16:40	08: CEILING TILES: Stained, broken, holes, painted	B29	Stain on ceiling tile by happy birthday display			X - #46475 submitted on 10/11/17			10/11/17		
10/11/2017 10:33:32	08: CEILING TILES: Stained, broken, holes, painted	A71	Stained ceiling tile		X				10/11/17		
10/11/2017 10:40:18	08: CEILING TILES: Stained, broken, holes, painted	Corner on right above exterior doors by gym	Stain on ceiling tile		X				10/11/17		
10/11/2017 10:47:44	08: CEILING TILES: Stained, broken, holes, painted	Media	Broken tile behind tv in back right corner			X - #46476 submitted 10/11/17			10/19/17		
10/11/2017 10:09:13	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	B24	Spot under sink. Leak?		X			10/11/17 -- custodians cleaned area. No leak present.	10/11/17		
10/11/2017 9:51:22	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	C18	Table cloth - teacher wash, spoke with teacher	X				10/20/17 - email sent to staff member as follow up			
10/11/2017 10:01:09	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	C26	Lots of things that need to be cleaned	X				10/20/17 - email sent to staff member			
10/11/2017 10:13:43	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	B44	Fabric on bulletin board	X				10/20/17 - email sent to staff member			
10/11/2017 10:19:56	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	B48	Remove big fabric flowers	X				10/20/17 - email sent to staff member			
10/11/2017 10:48:29	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Media	Plan to clean stuffed animals needed	X				10/20/17 - email sent to staff member			

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10/11/2017 10:51:09	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Office in Room C 10	Plan to keep clean	X				10/20/17 - email sent to staff member			
10/11/2017 10:55:42	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Stairwell one	Need to clean hanging exhibits	X				10/20/17 - email sent to develop plan			
10/11/2017 10:10:14	14. MATERIALS/CHEMICALS: Improperly stored or marked	C35	Spray Clorox bleach	X				10/20/17 - email sent to staff member			
10/11/2017 9:51:51	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	C13	Five plastic plants	X					10/20/17		
10/11/2017 10:53:53	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	Restroom at C18	Plastic plant	X					10/20/17		
10/11/2017 10:36:56	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	A67	Spot on floor under sink in bathroom. Leak or stain?		X				10/11/17		
10/11/2017 10:54:34	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	Boys bathroom by cafeteria	Right most sink... faucet won't shut off			X			10/12/17		
10/11/2017 9:49:35	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	A93	Need to cover electrical cord			X - #47773 submitted 10/23/17			10/24/17		
10/11/2017 10:25:30	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	B62	Need cord cover			X - #47773 submitted 10/23/17			10/24/17		
10/11/2017 10:32:18	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	A70	Cord needs to be covered			X - #47773 submitted 10/23/17			10/24/17		
10/11/2017 10:49:13	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	Tv studio	Check cords			X - someone from electrical department was in building and checked the cords under the table.			10/11/17		
10/11/2017 10:00:14	27. ELECTRICAL WIRING: Exposed or disconnected wires	B06	Need cover for cord			X - #47773 submitted 10/23/17			10/24/17		

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10/11/2017 9:53:47		A90	Bathroom in room has rust stain and drip marks coming from soap dispenser		X				10/11/17 -- custodial crew cleaned area		
10/11/2017 9:59:52		C26	Storage- not safe and needs to be cleaned	X				10/20/17 - email sent to staff member			
10/11/2017 10:13:06		C37	Hanging lights and sealed water/fish machine plug in	X					10/24/17 -- spoke with teacher		
10/11/2017 10:15:14		B29	Water stained tile			X - #46475 submitted on 10/11/17			10/11/17		
10/11/2017 10:30:08		D14	Tape on floor	X (cord cover needs to be ordered)		X - #47773 submitted 10/23/17		10/20/17 - email sent to staff member	10/24/17		
10/11/2017 10:30:57		D13	Tape on carpet	X (cord cover needs to be ordered)		X - #47773 submitted 10/23/17		10/20/17 - email sent to staff member	10/24/17		
10/11/2017 10:32:58		D12	Window leaks when rains				X - 47708 submitted 10/23/17				
10/11/2017 10:38:25		D04	Tape on carpet	X (cord cover needs to be ordered)		X - #47773 submitted 10/23/17		10/20/17 - email sent to staff member	10/24/17		
10/11/2017 10:41:40		D22 storage	18" clearance fire marshal	X				10/20/17 - email sent to staff members	10/23/17		
10/11/2017 10:42:45		D21 and 22	18" clearance for fire marshal	X				10/20/17 - email sent to staff members	10/23/17		
10/11/2017 10:45:40		C07	Tape on carpet	X (cord cover needs to be ordered)		X - #47773 submitted 10/23/17		10/20/17 - email sent to staff member	10/24/17		