

IEQ SCHOOL DATA BASE									
School Name: Northfield Elementary			Principal: Dr. Tiffany Tresler			DATE: 12.13.16			
IEQ Team Leader: Colleen Golden			IEQ System Leader: Gregory 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	C26, C09, B11	C26- Room feels warmer than the others. C09- cold. B11(closet)- gets very hot in the summer		X	18566	work in progress			
2. No Air Fresheners	All staff bathrooms, C26, C11	Remove all air fresheners, non-HCPSS lotions and soaps	X						
3. No food, dirty lunch boxes, etc. left in room	C100, C121, B36, C34	Put food in sealed storage containers. Food items used for Science need to be in sealed containers (rice, flour, etc.)	X						
4. Vents are clean and unobstructed	C109 (Telecom room) 2nd and 4th grade girls' bathrooms, B41, C70, C71, C65, C58, C57, C43, C42, B31	Return ducts need to be dusted in bathrooms, C70, C71, C65, C58, C57, C43, C42, B31 Front office vent needs to be opened. Water bottles (5 gallon jugs) obstructing vent in C109. Vent obstruction in B41 near cubbies.	X						
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	Media Center shelves, C65, Team 3 exit doors, C49, B06, B13, B16, B18, B29, B30		X						
7. No signs of animal infestation	C51, B06, B18, B16	Insects in light covers.	X						
8. Ceiling tiles present; no broken, stained, or painted	C54, C113, entrance to Kindergarten wing, Media Center, C34, C19, C18, C10, C08, C07, Hallway between C119 and C120, C54, C46	Stained tiles: Near 154, 4th gr. book closet, middle of Media Center, C34, C31, C10, C07, C08, Between C119 and C120, C54, C46, Loose or broken: C113, entrance to Kindergarten		X	18563 and 18593	work in progress			
9. Walls show no signs of water damage/mildew/ paint irregularities	MPR, Cafeteria	MPR- Crack above whiteboard Cafeteria- Paint peeling by spiral staircase and exit door.		X	18587	work in progress			

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10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	C35	moisture around window		X	18588	work in progress			
11. Limited use of non-issued HCPSS furniture and appliances	C106, Staff lounge, Media Center, Front Office, C121, C07, C75, C72, C62, B09	C106- wooden shelf in closet. Staff Lounge- toasters. Media Center- Keurig, mini fridge, space heater. Front Office- lamps		X					
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	C35, C106, Staff Lounge, Media Center Front Office, C121, C115, B41, B33, B39, C34, C30, C26. C19, C18, C11, C10, C07, C09, C08, C74, C73, C75, C72, C64, C61, C63, C46, C45, B09, B05, B04	Stuffed animals, cloth beanbags, wreathes, fake plants, cushions, chairs, curtains over windows and shelving, Media Center- paper blinds, items hanging from ceiling		X					
13. No structural or physical gaps around exit doors									
14. No improperly stored materials/chemicals									
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)									
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	Front Office	Need plates under live plants		X					





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43. Proper maintenance of planted beds and other vegetation									
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44. Landscaping and turf look healthy and disease free									
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<b>COMMENTS:</b>
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C54- Missing sprinkler escheon. (work order #19138) C110 and C26- missing base cover plate on radiator. (work order #19139) C115-coat closet in bathroom, C35 and C31- bathroom used for storage