

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
5/9/2017 13:00:09	03. FOOD: Unsealed, left in room, dirty lunch boxes	140	Food needs to be in a container	X							
5/9/2017 13:41:45	03. FOOD: Unsealed, left in room, dirty lunch boxes	142	Food needs to be in a container	X							
5/9/2017 13:57:20	03. FOOD: Unsealed, left in room, dirty lunch boxes	131	Food needs to be in a container	X							
5/9/2017 12:47:22	04: VENTS: Dirty, obstructed (Wall, Ceiling)	138	Needs to be opened		X						
5/9/2017 12:51:45	04: VENTS: Dirty, obstructed (Wall, Ceiling)	First grade girl's bathroom	Dusty vent above toilet		X						
5/9/2017 12:56:52	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Related arts exterior doors to playground	Air filter not set		X						
5/9/2017 13:04:44	04: VENTS: Dirty, obstructed (Wall, Ceiling)	2nd grade girls bathroom	Dusty vent above toilet		X						
5/9/2017 13:09:15	04: VENTS: Dirty, obstructed (Wall, Ceiling)	135	Dusty vents		X						
5/9/2017 13:14:00	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Main electrical room	Exterior vents clogged		X						
5/9/2017 13:25:01	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Main gym 136	Vents need to be cleaned		X						
5/9/2017 13:36:13	04: VENTS: Dirty, obstructed (Wall, Ceiling)	139	Diffuser ring loose		X						
5/9/2017 13:37:27	04: VENTS: Dirty, obstructed (Wall, Ceiling)	B31	Return needs to be covered		X						
5/9/2017 13:39:42	04: VENTS: Dirty, obstructed (Wall, Ceiling)	142	Completely closed		X						
5/9/2017 13:43:08	04: VENTS: Dirty, obstructed (Wall, Ceiling)	4th grade bathrooms	Dusty vents		X						
5/9/2017 13:54:29	04: VENTS: Dirty, obstructed (Wall, Ceiling)	B144	Need vent cover		X						
5/9/2017 13:57:00	04: VENTS: Dirty, obstructed (Wall, Ceiling)	131	Wall vent blocked, exhaust vent dirty		X						

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5/9/2017 14:01:47	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Team 5 boys and girls bathroom	Dusty vents		X						
5/9/2017 14:04:49	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Media center	Dusty high ceiling vents		X						
5/9/2017 14:05:08	04: VENTS: Dirty, obstructed (Wall, Ceiling)	C95	Dirty filters		X						
5/9/2017 13:08:12	06: CLEANLINESS: Dust, trash	141	Clutter		X						
5/9/2017 13:28:05	06: CLEANLINESS: Dust, trash	Telecommunications room	5 gallon water jugs in the way, excessive dirt and dust		X						
5/9/2017 13:38:06	06: CLEANLINESS: Dust, trash	B31	Spiderweb		X						
5/9/2017 12:52:27	08: CEILING TILES: Stained, broken, holes, painted	139 storage	Raised tile		X						
5/9/2017 12:59:52	08: CEILING TILES: Stained, broken, holes, painted	140 storage	Missing escutcheon		X						
5/9/2017 13:01:58	08: CEILING TILES: Stained, broken, holes, painted	Kiln Room	18" clearance not met		X						
5/9/2017 13:02:28	08: CEILING TILES: Stained, broken, holes, painted	156	Tile needs to be replaced		X						
5/9/2017 13:05:01	08: CEILING TILES: Stained, broken, holes, painted	141	Ceiling hangings		X						
5/9/2017 13:19:02	08: CEILING TILES: Stained, broken, holes, painted	Outside 136 hallway	Stained		X						
5/9/2017 13:20:36	08: CEILING TILES: Stained, broken, holes, painted	134	ESCUTCHEON		X						
5/9/2017 13:29:30	08: CEILING TILES: Stained, broken, holes, painted	115 Multipurpose room	Stained ceiling tile		X						

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5/9/2017 13:29:31	08: CEILING TILES: Stained, broken, holes, painted	133	Ceiling hangings		X						
5/9/2017 13:37:59	08: CEILING TILES: Stained, broken, holes, painted	119	Ceiling tile buckling, decorations hanging from ceiling, decorations on top of cabinets		X						
5/9/2017 13:45:08	08: CEILING TILES: Stained, broken, holes, painted	144	Roof leak		X						
5/9/2017 13:45:53	08: CEILING TILES: Stained, broken, holes, painted	Team 3 hallway in front of rm. 120	Stained tile		X						
5/9/2017 13:52:25	08: CEILING TILES: Stained, broken, holes, painted	122	Stained tiles		X						
5/9/2017 12:59:01	08: CEILING TILES: Stained, broken, holes, painted	100	Materials on top of counter exceeds fire safety.	X							
5/9/2017 13:34:31	08: CEILING TILES: Stained, broken, holes, painted	Teachers closet 5th grade	Boxes stacked too high	X							
5/9/2017 13:56:56	08: CEILING TILES: Stained, broken, holes, painted	127	Stained tile near vent		X						
5/9/2017 12:48:39	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	Team 1 hallway by gate	Small stain		X						
5/9/2017 13:35:34	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	136	Leaks from vents when it rains		X						
5/9/2017 13:37:47	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	3rd grade team area	Paint peeling on exterior door frame		X						

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5/9/2017 12:57:08	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	100	Lamp from students	X							
5/9/2017 12:59:05	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	140	Shelf safety concern	X							
5/9/2017 13:29:12	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	115	Remove old couch	X							
5/9/2017 13:45:29	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	159	Lamps	X							
5/9/2017 13:46:46	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	144	Lamp	X							
5/9/2017 13:59:35	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	130	Furniture	X							
5/9/2017 14:00:49	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Conference room	Lamps, shelf	X							
5/9/2017 14:28:33	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	154	Toaster ovens to be removed from staff lounge	X							
5/9/2017 12:47:22	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	148 health office	Stuffed animals	X							
5/9/2017 13:03:12	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	100	Stuffed animals	X							
5/9/2017 13:07:21	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	106	Wall decorations, curtains	X							
5/9/2017 13:07:27	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	141	Rug, pillow, cloth coverings	X							

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5/9/2017 13:18:46	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	110	Curtains	X							
5/9/2017 13:21:35	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	112	Curtains	X							
5/9/2017 13:25:09	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	113	Curtains near cabinet	X							
5/9/2017 13:27:03	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	114	Fabric coverings	X							
5/9/2017 13:32:04	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	132	Curtains	X							
5/9/2017 13:40:47	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	117	Pillows and artificial flowers	X							
5/9/2017 13:44:21	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	142	Contain stuffed animals and remove fabric chairs and stools	X							
5/9/2017 13:49:32	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	145	Rug	X							
5/9/2017 13:50:58	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	123	Remove items.	X							
5/9/2017 13:52:32	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	143	Curtains	X							

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5/9/2017 13:58:40	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	130	Fabric furniture	X							
5/9/2017 13:59:55	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	130	Stuffed animals, gray pillows	X							
5/9/2017 14:07:18	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Media center	Fabric ceiling butterfly and paper hanging decorations fabric on shelves small artificial flower on shelf	X							
5/9/2017 13:53:46	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	143	Door hangings	X							
5/9/2017 12:54:13	13. AIR GAPS: Structural or physical gaps around exit doors	B12	CMU hole needs covered			X (facilities personnel completed request without work order)					
5/9/2017 13:48:14	14. MATERIALS/CHEMICALS: Improperly stored or marked	145	Rubbing alcohol	X							
5/9/2017 13:51:37	14. MATERIALS/CHEMICALS: Improperly stored or marked	143	Nail Polish Remover	X							
5/9/2017 13:41:54	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	142 storage	Broken tile			X (facilities personnel completed request without work order)					
5/9/2017 13:07:03	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	141	Plant	X							
5/9/2017 13:15:32	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	Electrical room	Water meter box open			X (issue resolved by custodial, no work order needed)					

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5/9/2017 13:28:27	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	133	Protector			X (issue resolved by custodial, no work order needed)					
5/9/2017 14:21:47	25. EXTENSION CORDS: Used as permanent wiring	108	Multi outlet plugs	X							
5/9/2017 13:16:46	26. ELECTRICAL EQUIPMENT: Near sinks or source of water	Main electrical	3ft clearance	X							
5/9/2017 13:35:33	26. ELECTRICAL EQUIPMENT: Near sinks or source of water	133 and 132	Noise feedback			X					
5/9/2017 12:53:28	29. INSECTS: Insect populations (wasps, bees, etc.)	First grade boys bathroom	Bugs in light fixture		X						
5/9/2017 13:11:42	29. INSECTS: Insect populations (wasps, bees, etc.)	154	Insects in sticky trap		X						
5/9/2017 13:18:14	37. EXTERIOR VENEER: Exterior wall damaged	Electrical Room	Holes in CMU			X					