

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
1/12/2018 10:04:	02. AIR FRESHENERS	Office restroom	Glade	X				1/16/18	1/16/18		
1/12/2018 8:54:1	04: VENTS: Dirty, obstructed (Wall, Ceiling)	106	Clean LG vent on unit- custodial		X						
1/12/2018 10:15:	04: VENTS: Dirty, obstructed (Wall, Ceiling)	179	Vent whistling/ filter concern		X	57746		1/18/18			
1/12/2018 9:39:5	06: CLEANLINESS: Dust, trash	148	Wall mount pencil sharpener is missing cover		X						
1/12/2018 10:02:	06: CLEANLINESS: Dust, trash	115	Clean floor- custodial		X						
1/12/2018 10:03:	06: CLEANLINESS: Dust, trash	108	Dusty surfaces- custodial		X						
1/12/2018 8:50:5	08: CEILING TILES: Stained, broken, holes, painted	101A	Stain tile at sprinkler head- construction		X			1/18/18	1/27/18		
1/12/2018 9:44:4	08: CEILING TILES: Stained, broken, holes, painted	129A	Replace tile where pipes go through for unit- construction			X		1/18/18			
1/12/2018 9:46:5	08: CEILING TILES: Stained, broken, holes, painted	154	Exposed sprinkler in ceiling without cap			X		1/18/18			
1/12/2018 10:03:	08: CEILING TILES: Stained, broken, holes, painted	Staff bathroom by art rooms	Exposed blue thing on ceiling		X			1/18/18			
1/12/2018 10:12:	08: CEILING TILES: Stained, broken, holes, painted	180	Gap in ceiling tile near clock		X			1/18/18			
1/12/2018 10:17:	08: CEILING TILES: Stained, broken, holes, painted	176	Stained ceiling tile. Water damage		X			1/18/18	1/27/18		
1/12/2018 10:22:	08: CEILING TILES: Stained, broken, holes, painted	Hallway across from 3rd.	Edges missing on tile		X			1/18/18			
1/12/2018 10:22:	08: CEILING TILES: Stained, broken, holes, painted	181	Water stain		X			1/18/18	1/27/18		
1/12/2018 10:23:	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	181	Water damage on edge of ceiling dribbling rust down wall left of white board		X			1/18/18	1/27/18		
1/12/2018 8:39:5	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	210	Need a plan to keep cloth covers clean	X				1/16/18	1/16/18		
1/12/2018 8:41:3	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	211	Need plan to keep all stuffed animals clean	X				1/16/18	1/16/18		
1/12/2018 8:43:2	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	212	Need plan to keep cloth curtains, stuffed animals clean	X				1/16/18	1/16/18		
1/12/2018 9:34:0	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	197	Rug not HCPSS approved - no fire rating; plan for pillows to keep clean	X				1/16/18	1/16/18		

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1/12/2018 9:35:3	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	196	Need plan to keep stuffed animals clean	X				1/16/18	1/16/18		
1/12/2018 9:58:4	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	162	Plan to clean pillows	X				1/16/18	1/16/18		
1/12/2018 9:59:4	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	117	Rugs not fire retardant	X				1/16/18	1/16/18		
1/12/2018 10:01:	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	115	Plan to keep stuffed animals clean	X				1/16/18	1/16/18		
1/12/2018 10:16:	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	179	Plan to clean stuffed animals	X				1/16/18	1/16/18		
1/12/2018 10:19:	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	177	Plan to clean stuffed animals	X				1/16/18	1/16/18		
1/12/2018 10:21:	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	175	Fabric curtain on door window	X				1/16/18	1/16/18		
1/12/2018 9:43:5	13. AIR GAPS: Structural or physical gaps around exit doors	153	Door leading outside		X			1/18/18			
1/12/2018 9:43:5	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	153	Breezeway to room from outside carpet is mismatched and doesn't have edging		X			1/15/18	1/15/18		
1/12/2018 10:14:	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	180	Carpet to tile edging gap on corner near sink		X			1/18/18	1/27/18		
1/12/2018 10:16:	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	179	Gaps in both corners of edging from carpet to tile		X			1/18/18	1/27/18		
1/12/2018 9:47:3	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	Women's bathroom by the gym. Pipes not sealed under sink	Pipes not sealed under the sink			X		1/18/18	1/27/18		
1/12/2018 10:03:	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	Staff bathroom by art	Right sink handle not attached appropriately.			X		1/18/18	1/27/18		
1/12/2018 10:14:	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	180	Water fountain too close too corner and dribbles on floor			X		1/18/18	1/27/18		

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1/12/2018 10:18:	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	176	Exposed wiring in sensor on ceiling			X		1/18/18	1/29/18		
1/12/2018 9:36:2	26. ELECTRICAL EQUIPMENT: Near sinks or source of water	148	Rust on the ceiling tile edging above outlet R4-19			X		1/18/18			
1/12/2018 9:45:5	27. ELECTRICAL WIRING: Exposed or disconnected wires	154	Sensor hanging from the ceiling			X		1/18/18	1/29/18		
1/12/2018 8:23:5		201	Stain cut tile in corner		X			1/18/18	1/27/18		
1/12/2018 8:25:1		201	Tile has hole- and re cut new tile at sorinker head- construction		X			1/18/18			
1/12/2018 9:30:4		110	Install new tile where pipes goes through- construction		X			1/18/18			
1/12/2018 9:36:5		148	Sprinkler, no cover.			X		1/18/18			
1/12/2018 9:50:0		128	Strange wire like strip coming out from the brick wall.			X		1/18/18	1/29/18		
1/12/2018 9:53:0		129A	Remove old wire mold strap; paint- construction		X			1/18/18			
1/12/2018 9:54:4		127	Paint wall where wire mold moved - construction		X			1/18/18	1/27/18		
1/12/2018 9:55:4		126	Paint wall where door stop moved - construction		X			1/18/18	1/27/18		
1/12/2018 9:56:4		121	Paint wall above wall cabinets		X			1/18/18	1/27/18		
1/12/2018 9:59:1		117	Need to remove items hanging from the ceiling- may set off security alarm	X				1/16/18	1/16/18		
1/12/2018 10:05:		170	Caulk missing above 2nd window on the right in the back of the classroom			X		1/18/18			
1/12/2018 10:09:		173	Several paint chips		X			1/18/18			
1/12/2018 10:10:		174	Outside main door, hole in ceiling tile		X			1/18/18			
1/12/2018 10:10:		Restrooms at 152	Insulation needed for pipes under restroom sinks- construction			X		1/18/18	2/1/18		
1/12/2018 10:13:		180	Hole in wall by flag pole			X		1/18/18	1/27/18		
1/12/2018 10:41:		Exterior area- 134	HVAC unit making lots of noise- construction		X			1/18/18			