

21. Carpet dry nearby sinks, fountains										
22. Soap and paper towels available										
23. All electrical outlets secure, no frayed wires on equipment	Portable 24, Rm 5 Rms 12, 52	Needs access to electrical panel Broken Light Cover, Fire alarm strobe light missing, missing cover on outlet			X	13784, 13785, 13794, 14531, 13794	11/29/16	12/12/16 & 12/13/16		
24. All electrical cords secured and not extending across walkways	Rms 11, 17, 22, 23, 24, 25, 26, 27, 31, 34, 35	needs approved HCPSS yellow cord cover			X	13791 & 17856	11/29/16 & 12/2/16	1/17/17		
25. No extension cords used as permanent wiring										
26. No electrical equipment near sinks or source of water										
27. No exposed disconnected wires										

ADJACENT SCHOOL GROUNDS

LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
28. No litter									
29. No large insect populations (wasps, bees)									
30. Awnings secure, no leaks									
31. Shrubbery not near vents or windows which can be opened									
32. Trees do not provide access to roof									
33. No broken windows									
34. Windows are closed									
35. Exterior doors are closed									
36. No pools of standing/stagnant water									
37. Exterior veneer intact	Portables 19, 20, 21, 22, 23, 24	Check exterior screw holes		X	13809, 13565, 13809	12/3/16	12/6/16		
38. Outside lights working and intact									
39. Gutters and downspouts clear/working									
40. No stains from roof on outside walls									
41. Bins from garbage and recycling clearly marked									
42. Hard surfaces (sidewalks, etc.) cleared of any turf application									
43. Proper maintenance of planted beds and other vegetation									
44. Landscaping and turf look healthy and disease free									

COMMENTS:

Fire Extinguishers and Eye-Wash Stations need to be inspected regularly (Rms 18, 21, 28, 31, 32(also needs tag), Portables 20, 22, work order #13792 & 17858 - Submitted: 1/12/17 - Done: 1/17/17
Need sign for sprinkler system access door Kitchen Dry Storage, tighten sprinkler head Rm 16, work order #13641 & #13796 - Submitted: 12/16/17 - Done: 12/17/16

Bookshelves need to be securely fastened to wall - Rms 4, 6, 8, 10, 11, 24, 25, 26, 38, Carrie's Office, Portables 19 and 23 work order #13780 & #17855 Submitted: 12/16/16 (Pete from carpentry says bookshelf must be over 4 ft. to be secured to wall. Secured bookshelves in Rooms 6, 11 & 24 on 1/17/17)

No cover on pencil sharpener - Rm 35 - Submitted 12/19/16 Done:12/20/16

Need rubber mats in front of work stations - Rm 40 - teacher needs to order/custodial only orders exterior door mats

Loading dock missing work box - Cafeteria hall to outside - Submitted: 12/22/16 Done 1/10/17

Dishwasher leaking and showing age - Kitchen, work order #13645 - Submitted: 12/16/16, Plumbing looked at it on 12/14/16 & said the dishwasher is old & rusted on the bottom & kitchen manager is aware.