

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 9:58:17	02. AIR FRESHENERS	Main Office Restroom	Air Freshener & Scented Hand Lotion	X				5/9/17			
5/9/2017 9:57:32	03. FOOD: Unsealed, left in room, dirty lunch boxes	Room 1 science prep	Food need to be put in containers	X				5/12/17			
5/9/2017 9:59:21	03. FOOD: Unsealed, left in room, dirty lunch boxes	4	Food in containers	X				5/12/17			
5/9/2017 10:10:48	03. FOOD: Unsealed, left in room, dirty lunch boxes	Cafeteria	Typical lost and found items on mobile cart	X				5/9/17			
5/9/2017 10:17:40	03. FOOD: Unsealed, left in room, dirty lunch boxes	6	Food in containers	X				5/12/17			
5/9/2017 10:21:58	03. FOOD: Unsealed, left in room, dirty lunch boxes	2	Containers for food	X				5/12/17			
5/9/2017 10:01:46	04: VENTS: Dirty, obstructed (Wall, Ceiling)	23	Lysol	X				5/12/17			
5/9/2017 10:02:53	06: CLEANLINESS: Dust, trash	9	Excessive clutter	X				5/9/17			
5/9/2017 10:03:38	06: CLEANLINESS: Dust, trash	Cafeteria	Cob webs near corner of roll up doors and dust near wood above.		X			5/9/17			X
5/9/2017 10:12:26	06: CLEANLINESS: Dust, trash	kitchen	Sweep and clean in dish room. Floor corners and top of hood.		X			5/9/17	5/9/17		X
5/9/2017 9:54:07	08: CEILING TILES: Stained, broken, holes, painted	1	Ceiling hangings	X				5/9/12			
5/9/2017 9:56:30	08: CEILING TILES: Stained, broken, holes, painted	Science Prep 1	Stain and large holes		X	#30570		5/9/17			
5/9/2017 10:01:16	08: CEILING TILES: Stained, broken, holes, painted	7	Hole at wall		X	#30526		5/9/17	5/11/17		X
5/9/2017 10:07:02	08: CEILING TILES: Stained, broken, holes, painted	8	Ceiling tiles need set		X	#30567		5/9/17			
5/9/2017 10:18:43	08: CEILING TILES: Stained, broken, holes, painted	8th grade hall	Broken and holed tiles		X	#30874 & #30312		5/9/17			
5/9/2017 10:20:57	08: CEILING TILES: Stained, broken, holes, painted	3	Holes in tiles		X	#30565		5/9/17			
5/9/2017 10:23:27	08: CEILING TILES: Stained, broken, holes, painted	2	Stained tiles above projector screen		X	#30572		5/9/17			

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5/9/2017 10:25:39	08: CEILING TILES: Stained, broken, holes, painted	13	Holes		X			5/9/17	5/9/17		
5/9/2017 10:26:17	08: CEILING TILES: Stained, broken, holes, painted	13	Escutcheon		X	#30523		5/9/17	5/10/17		X
5/9/2017 10:26:56	08: CEILING TILES: Stained, broken, holes, painted	38	Some tiles are spray painted to cover scuffs and one tile broken at corner		X	#30875 & #30866		5/9/17			
5/9/2017 10:27:42	08: CEILING TILES: Stained, broken, holes, painted	Science Prep 2	Stained and painted tiles		X	#30312		5/9/17			
5/9/2017 10:39:13	08: CEILING TILES: Stained, broken, holes, painted	20	Wall hangings	X				5/12/17			
5/9/2017 10:06:04	10. CONDENSATION: Evidence of humidity (ceilings, walls, doors, windows)	8	Exterior window			#30761		5/10/17			
5/9/2017 10:21:50	10. CONDENSATION: Evidence of humidity (ceilings, walls, doors, windows)	2	Exterior window			#30761		5/10/17			
5/9/2017 9:53:47	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Principal	Lamp	X				5/9/17			
5/9/2017 9:55:20	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	1	Lamp	X				5/9/17			
5/9/2017 9:56:56	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Main Office (by restroom)	Keurig and mini fridge	X				5/9/17			
5/9/2017 9:59:14	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Office - Panzer	Lamp	X				5/12/17			
5/9/2017 9:59:42	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Science Prep 1	Fan, microwave, refrigerator	X				5/12/17			
5/9/2017 10:01:16	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Office -Brandt	Lamp	X				5/9/17			
5/9/2017 10:01:28	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	7	Lamp	X				5/12/17			
5/9/2017 10:32:43	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Storage 60 - Art Rm	1 shelf attached to wall			#30877		5/11/17			
5/9/2017 10:37:43	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	20	Stool	X				5/12/17			

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5/9/2017 10:44:50	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	15	Refrigerator	X				5/12/17			
5/9/2017 9:55:15	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Asst. Manager	Fabric on bulletin board		X			5/9/17	Summer 2017	all fabric sprayed and re	
5/9/2017 9:59:56	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Guidance - Reception Area	Fabric on bulletin board		X			5/9/17	Summer 2017	all fabric sprayed and re	
5/9/2017 10:02:29	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Office - Cluster Nurse	Fabric on bulletin board		X			5/9/17	Summer 2017	all fabric sprayed and re	
5/9/2017 10:06:22	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Hallway - Between Guidance & Media Centerr	Fabric on bulletin board		X			5/9/17	Summer 2017	all fabric sprayed and re	
5/9/2017 10:16:19	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Band Room	Fabric on bulletin board		X			5/9/17	Summer 2017	all fabric sprayed and re	
5/9/2017 10:21:10	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	3	Paper flowers	X				5/12/17			
5/9/2017 10:41:30	13. AIR GAPS: Structural or physical gaps around exit doors	6th grade hall exterior doors	Weather stripping			X		5/9/17	5/9/17 & 5/10/17		X
5/9/2017 10:20:23	14. MATERIALS/CHEMICALS: Improperly stored or marked	41 and storage closets off room 41	Metal shelves free standing, not attached to walls			#30877		5/9/17			
5/9/2017 10:20:30	14. MATERIALS/CHEMICALS: Improperly stored or marked	Gym uniform storage room.	Remove bucket of tile adhesive.			X		5/10/17	5/11/17		X
5/9/2017 10:47:15	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	28	No covers / basins under live plants.	X				5/12/17			
5/9/2017 10:43:38	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	17	ADA wrap at sinl			#30755		5/10/17			

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5/9/2017 10:01:37	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	7	Cord Protector	X		#30756		5/10/17			
5/9/2017 10:05:44	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	8	Cord protector			#30756		5/10/17			
5/9/2017 10:20:37	25. EXTENSION CORDS: Used as permanent wiring	3	Cord protector			#30756		5/10/17			
5/9/2017 10:29:49	33. WINDOWS: Broken	18	Broken glass			#30759		5/10/17			
5/9/2017 10:38:41	43. PLANT BEDS: Not properly maintained	20	Stuffed animals, hat	X				5/12/17			
5/9/2017 10:06:42		25	Need new ceiling tile installed around sprinkler head, poorly cut tile		X	#30521		5/9/17			
5/9/2017 10:13:17		TV Production	Paper covering about 75% of one wall	X				5/9/17			
5/9/2017 10:23:04		Music Room	Holes in sound proofing along top quarter of wall			X		5/10/17			
5/9/2017 10:26:14		Uniform storage room near gym.	Bins are to close to ceiling.	X				5/12/17			
5/9/2017 10:49:31		28 - science prep # 3	Food item in refrigerator with science material	X				5/12/17			