

IEQ SCHOOL DATA BASE									
School Name: Ducketts Lane ES			Principal: Heidi Balter			DATE: December 2, 2016			
IEQ Team Leader: Paul Norfolk			IEQ System Leader: Greg 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									
2. No Air Fresheners	B138 C120 A106	B138-Plug Ins C120-Plug Ins A106-Scented light							
3. No food, dirty lunch boxes, etc. left in room	A136 A133 A130 A150 A212 B114 B127 C129 A140 C207 C211 C wing-2nd floor	A130-Food out, coffee maker & food not properly stored-Food closet**** A150-Coffee maker, Food in closet A212-Food B114- Food B127- Food out C129-Food out A140-Food not properly stored C207-Food(syrup) C211-Food C wing-2nd floor-Food							
4. Vents are clean and unobstructed	A108 Staff lounge restroom Media Storage B203 C207 C215	A108-Restroom ceiling vent dusty Staff lounge restroom- Ceiling vents dusty Media Storage-Vents dirty B203-need to open vents C207-Vent dusty/ HVAC work order C215-move items away from vents			15650				
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	Hallway A116 A117 B117 B203 C126 C201 C202 Media B211 B220 Gym Closet Stairwell #6 (C wing)-Dusty	Hall-Clean out CMU not full @Care- Work Order needed A116-Remove storage carts A117- Dusty/Gatorade bottles B117-Needs to be cleaned B203-Trash in closet C126-Floor dirty/ Remove desk & chair C201-Closet dirty C202-Closet dirty Media-Dirty B211-Move machines out of Elec. Room B220-Move desk Gym closet-ceiling vent in back-heavy dust Stairwell C wing-Dusty			15639				
7. No signs of animal infestation	B140	B140-Food/ Droppings	X						
8. Ceiling tiles present; no broken, stained, or painted	Media	Media-Replace ceiling tile							
9. Walls show no signs of water damage/mildew/ paint irregularities	A217	A217-Close hole in wall & fix drain			15641				

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10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.									
11. Limited use of non-issued HCPSS furniture and appliances	A106 A108 A123 A127 A135 A138 A141 A147 A155 A173 A212 A216 B105 B114 B138 B139 B131 B130 B138 Gym closet B211 B212 B216 C116 C111 C101B Media C208 C209 C214	A106- Lamp A108- Fan A123-Desk lamp A127-Small waterfountain A135- Carpet, Bean bag chair in bathroom A138- Carpets A141- Carpets/Lamp A147-Carpet A155-Lamps A173-Lamp/ Plastic tree/ Cloth curtain A212-Lamp A216-Rug, flowers B105-Fridge B114- Fridge, microwave B138-Holiday lights, 2 lamps B139-Bean bag chair B131-Cloth curtains B130- (no note) B138-Remove space heater Gym closet- Remove microwave, fridge, material gym equipment B211- Remove coffe maker, lamp B212-Remove candle, coffee maker B216-Heater, owl rugs, lamp, flowers C116- Lamp C111-Fabric chair C101B- Lamps, carpets, pillows, microwave, coffee pot, Christmas lights Media-Remove space heater, coffee maker C208- Pillows on beach chairs A120-Fake flowers, pumpkins A135- Stuffed animals A138-missing binocular curtain							
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	A120 A135 A138 A141 A142 A147 A148 A150 A168 A162 A159 A140 B131 B127 B130 C128 C127 C125 C122 C116 Stage	A141-Stuffed animals A142-Rug remnant stack, carpets A147-Stuffed animals A148-Fake plant A150-Stuffed animals A168-2 cloth sitting chairs, small rug hair baby A162-Pillow storage A159- Lamp, clutter, 2 cloth chairs, stuffed animals A140- Bag of stuffed animals / Bean bag B131-Pillows B130-Cloth chair B127-Pillows C127- Cloth chair C128-Pillows C125-Pillows, Cloth chairs C122-Tree-paper C116- Stuffed animals & plastic flowers Stage-Lost and Found clothing	X						
13. No structural or physical gaps around exit doors	C127	C127-Need tile reset @ door			15642				
14. No improperly stored materials/chemicals	A108 Kitchen Gym closet C208	A108-Chemicals Kitchen-Bleach, Ajax Gym closet- chemicals C208-Disinfectant							
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	C119	C119-Cup used for plant-drippings							





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44. Landscaping and turf look healthy and disease free									
<b>COMMENTS:</b>									
A140/ B115/ C209/ C216- Storage Closet needs 18" clearance at top(don't use top)      Gym closet/ B105-No door sweep-Bldg Service s(Work Order #15643)      C wing-3rd bathroom (girls)-Light out(Work Order #15644)      Check colored glass in back									