		IEQ SCHOOL DATA BASE							
School Name: Jeffers Hill ES		Principal: Ms. Shifflet			Date: Oct. 31, 2016				
IEQ Team Leader:L. Phillips	IEQ System Leader: Greg M.								
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
No unusual or offensive odors, or temperature discomfort									
2. No Air Fresheners									
3. No food, dirty lunch boxes, etc. left in room	2, 87, 101	Stored treats / candy / chips	X				11/1/16		
4. Vents are clean and unobstructed	6, 31	RA blocked	X				10/31/16		
5. Temperature sensors are not blocked							10.01.10		
6. Area appears clean and dust free	6, 7, 3, 95, 85, 88, 93, 97	3-clutter, 97 dusty, 6 dusty and Kitchen dusty	X				11/1/16		
7. No signs of animal infestation									
8. Ceiling tiles present; no broken, stained, or painted	24, 37, 38, 3, 5, 2, 88, 87, 93, 97, staff lounge, girls bathrm,(by gym) #50, #5, 46, media center, #51	Stained tile @ exhaust, 37- 2 stained tiles, 38- 3 stained tiles. Stain CT exterior, 88- storage, 87-toilet, 93- might be sprinkler, 101- CT. staff lounge-around sprinkler head, girls-cracked, 51-stained, 46-stained, media-stained, 50-stained tiles at exit		SUBMIT IEQ WO to HVAC	#11150 11/1/16				
9. Walls show no signs of water damage/mildew/ paint irregularities	17, 24, 5, 91,	Painting issue/ peeling, inside corner has damage by toilet. 5- Corner of bulkhead, 91- peeling paint.	,	Submit REGULAR WO to CARPENTRY	#11146 11/1/16				

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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							
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	6, 7, 93,	Chairs, rugs, pillows, stuffed animals, kitchen- artificial flowers.	X			11/1/16	
13. No structural or physical gaps around exit doors	3, 1, 88, 93. Gym Exterior Doors E-26, Doors around building. Gym storage, #50	Door E-3 hard to open. 88- rusty panel. E26-door rusting along edge @ base creating gap.  Gym storage - exit blocked. #50 2 gaps at bottom of exterior doors	X	Submit REGULAR WO to HARDWARE	#11152 11/1/16		
14. No improperly stored materials/chemicals	93,97	Shout cleaner and other cleaners	X			11/1/16	
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	2, 5, cafeterea	Carpet stains, exit outside of cafeteria.		Submit REGULAR WO to CUSTODIAL	#11157 11/1/16	11/18/16	
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							
19. Sinks and fountains drain quickly and work properly including absence of leaks	87,88	Toilets- floor drain screens. (Custodial will try to clean metal floor drains)		SUBMIT IEQ WO to PLUMBING	#11151 11/1/16	11/4/16	
20. No standing water in sinks, fountains, on counter							

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21. Carpet dry nearby sinks, fountains									
22. Soap and paper towels available									
23. All electrical outlets secure, no frayed wires on equipment	24,	Outlet broken.		Submit REGULAR WO to ELECTRIC	#11158 11/4/16		11/7/16		
24. All electrical cords secured and not extending across walkways	87, 97, kitchen	extension cord.	X				11/1/16		
25. No extension cords used as permanent wiring									
26. No electrical equipment near sinks or source of water									
27. No exposed disconnected wires									
ADJACENT SCH	IOOL GROUNDS								
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADM	N 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									

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32. Trees do not provide access to roof								
33. No broken windows	Facing play ground.	B.B. shots @ window		Submit REGULAR WO to HARDWARE	#10692 11/1/16			
34. Windows are closed								
35. Exterior doors are closed								
36. No pools of standing/stagnan water	t							
37. Exterior veneer intact								
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								

Fill expansion joint of façade (facing k play ground). Gym storage closet - equipment, etc., blocking exterior doors. Side walk (front corner@ Tamar & apartments) along building concrete loose around clean out. Repair concrete in front of doors facing apartments. \*Send Regular Work Order to Grounds

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<sup>33-</sup> reset ceiling tile- T.J.. 33- Review? Next to faucet outside. 32- Carpet-Trim threds - T.J.. Carpet /baseboard- Cleared/ vacumed. T.J.. 15- expansion joint- cut out/redo, 24- Carpet- cut threads, clean under sink. . 38- Broken window. \* Top soil storage. #15 - door frames rusting out. 17-Rusting frame/door. 21- Rusting frame/door. 31- Door frame rusted 24- rusting frame, \*Need to consider for CAPITAL \$\$ 104- loose/misaligned eschusion AND 93- eschusion plate, (WO Plumbing) 101- microwave/refrigerator, 93- door stop on wall main door, AND 97- exterior walls masonry corners damaged (WO to HARDWARE), Boys- broken ceramic tiles base-floor drain dry. (WO to Plooring) \* Peeling paint/ crack in wall/ hole in wall leading to mechanical room off of 101/102. (WO to Painting).