IEQ SCHOOL DATA BASE

School Name: Elkridge ES **Principal: Michael Caldwell** **DATE: 10.6.16**

IEQ Team Leader: Katherine Carter **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	No room # given.	3-under cabinets.	X		14776	11/21/16	11/21/16		
2. No Air Fresheners	91,78,69,71.	1. 91 & 78-plug in units. 69 &71-spray cans.	X			11/21/16	11/21/16		
3. No food, dirty lunch boxes, etc. left in room	36,35. 113,110,121.	Under window. 113-staff lunch on desk. 118-improperly stored food.	X			11/21/16	11/21/16		
4. Vents are clean and unobstructed	36,23,17. Gym storage, 104,107,106. 61,57,56. 61,57,56. 92,91,75.	Shelf 36, 29. 23-Clean AC unit. 5-end cap. 17-clean tile next to vent. 3-insulate baseboard. Dusty. 61-S diffuser, a little dusty, closet exhaust vent dusty. 57-storage closet exhaust grille dusty, supply diffuser appear in question. 56-air diffusrs appear... 61,57,56-air diffusers & exhaust grille appear dusty. UV has books on top. 75-unit, ceiling tile dusty. 91-cover of unit is missing.	X	REGULAR WO to HVAC	12920	11/26/16	12/13/16		
5. Temperature sensors are not blocked	61,64.	61-spare sensor temp near exit door window. 64-space temp sensor near exit door & windows. (HVAC to rewiew).	X	X	19491	11/21/16	11/21/16		
6. Area appears clean and dust free	Gym storage, 104,107,106. Front office reception area. **Front office window fire shield**. Housekeeping, media,76,media.	Dusty, paper storage? Front office-light dusting on window fire shield. Front office-dusty cn metal bat. Housekeeping (Donald)-dirty access. Media-2x4 keys (?) in media. (WO). 76-dusty. Media-dusty.	X			11/21/16	11/21/16		
7. No signs of animal infestation									
8. Ceiling tiles present; no broken, stained, or painted	36,35,34,33,31,lower staff loung. 111,113,112. 96,61, Front office. Front office, 96,61. 91,90,84,81,76-storage, clovo room. 78, 74.	Ceiling tile 35, 34 HVAC issue. Hallway-31,16,14. Cracked green house. Cracked paint ceilling. Lower staff lounge-breaking tile. 111-Broken ceiling tile. 113-stained celing tile. 112-storage, ceiling tile/light fixture. 96-CMU stepping exitwall (pink area). 61-ceiling tile stain above sink. Front office-Ceiling tile gapped near window fire shield. Front office, 96,61-ceiling tile gapped at window fire shield. 91-5 stained tiles. 84-3 stained tiles. Clovo room-1 stained tile. 81-2 stained tiles. 90-1 stained tile. 76 (storage)-1 stained tile. 78-Broken tile at sprinkler (WO). 74-hole in sut tile (WO). **CUSTODIAN SHOULD REPLACE ANY FULL CEILING TILES.**	X	REGULAR WO to HVAC for tiles that need to cut for replacement	14281	12/8/16	12/9/16		
9. Walls show no signs of water damage/mildew/ paint irregularities	35,25. 96.	33,34-water leak under sink. 26-wall board. 22-growth on walls. OT room. 96-exit wall steppin in CMU mortar (pink wall).		IEQ WO to PLUMBING	14776	12/13/16	12/14/16		
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	98	Humid. (HVAC)		REGULAR WO to HVAC	2775	8/15/16	open		
11. Limited use of non-issued HCPSS furniture and appliances	Gym office,98,97,60,57,53. 83,68.	Gym office- mini refrigerator. 98-Video game rocker fabric. 97-mini refrigerator, 60-mini refrigerator, 53-? 83-chair. 68-chair, love seat. (Admin to work to remove).	X			11/21/16	11/21/16		
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	108,109. 95,98,60,57,53. 95,57. 90,84,75,74,69,66.	Stuffed animals-101 paper on top … 95-fake plant, small throw rugs. 98-video fabric chair. 57 2 small gray & green rugs and 2 fabric arm chair pillows. 53-leather sofa/loveseat. Small throw rugs, fabric armchairs. 90-6 covered cloth stools, 2 rugs, containers holding pillows. 84-stuffed animals (lots). 75-carpet squares. 73-bean bag, pillows, carpet squares. 72-carpet squares, plastic plant, 69-pillows. 93-plastic plant.	X			11/21/16	11/21/16	2/22/16	
13. No structural or physical gaps around exit doors	5	Exit door. (Hardware to review)		REGULAR WO to HARDWARE	14791	12/13/16	12/15/16		
14. No improperly stored materials/chemicals	Gym office. 83,71.	Toilet room, clutter, mulch (Remove or place in sealed container). 71-Lysol.	X			11/21/16	11/21/16		
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	31,15, Lower staff lounge. 84,78.	Lower staff lounge-breaking tile. 84-cove board needs to be re-glued. (WO)		REGULAR WO to FLOORING	14795	12/13/16	12/21/16		
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	Boys/Girls BR outside 119. Health suite. 93.	Sinks. Health room-Hot water making noise when turned on. 93-2 sinks drip. (WO)		REGULAR WO to PLUMBING	14773	12/13/16	12/14/16		
20. No standing water in sinks, fountains, on counter	99, Health suite.	99-water under sink, leak. Health suite-hot water spigot makes noise. (Plumbing shop)		REGULAR WO to PLUMBING	14772	12/13/16	12/14/16		
21. Carpet dry nearby sinks, fountains									
22. Soap and paper towels available									

23. All electrical outlets secure, no frayed wires on equipment									
24. All electrical cords secured and not extending across walkways									
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/WORK ORDER**	**ASSIGNED TO**	**COMPLETION DATE**	**30 DAY REVISIT**	**CLOSED**
28. No litter	Around Building.	One bag of mulch in Gym storage Rm along wall? (Place in a sealed container or outside).	X			1/31/17	1/31/17		
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	Outside of greenhouse. 106.	Caulking needed between wall and mow strip & column. Inside ….. Needs patch.		REGULAR WO to GROUNDS	14782	12/13/16	open		
38. Outside lights working and intact	Daytime inspection.								
39. Gutters and downspouts clear/working									
40. No stains from roof on outside walls									
41. Bins from garbage and recycling clearly marked	Loading dock area.	Clean up leaves, detrim around dumpster, (grounds-pick up wood, file warehousing cabinets, ect…		REGULAR WO to GROUNDS	14806	12/14/16	12/15/16		
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: **These are general comments/notes made with no room numbers of location. They were written in the margin.** Brick wall on outside of dumpster area is severely decayed. Paint peeling-section of front awning-possible sign of moisture. Remove metal pipes from front flower bed area.
Uncover air vents, plastic plows, tan, 18 in sprinkler.
Recommended-fridge & microwave. Coffee pots-botton floor.
9-seal window. 5-hinges. 13-Carpentry-door under sink. 6,2-cabinets.
Exhaust fan-22, 3rd gr. boys bathroom @ ind of OT room storage. Bowed tile-#2. Storage -2nd &3rd grade. Hallway by 119-light cover hanging. Toilet in Gym office.

11/21/16 11/21/16