

**IEQ SCHOOL DATA BASE**

School Name: Manor Woods ES

Principal: Jim Weisner

DATE: 12/6/16

IEQ Team Leader: Julia Bialeski, AP

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	171, 158, S5, 134	aerosol air spray, plug-ins, non-HCPSS issued soap	x						
3. No food, dirty lunch boxes, etc. left in room	128, 107, 113	Food not in sealed containers	x						
4. Vents are clean and unobstructed	160, 162 (bathroom), 164 (hallway), 164, 168, 170, 173 (closet), 173, 176, 124, C05, C07, C09, C hallway bathrooms, 127, 129, 130, 156, 152, B08, 147, 145, S5, 139, 102, 108, 112, 121	Vent grills need dusting, vents blocked with furniture and other items, vent fins need opened	x						
5. Temperature sensors are not blocked	177	thermostat blocked with storage boxes	x						
6. Area appears clean and dust free	160, 169, 171, 154, 158, 152, B08, 147, 146, 144, 139, 138, 135, electrical room	Closets, surfaces need dusting	x						
7. No signs of animal infestation	115	mouse droppings		x	14735	12.13.16			

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<p>8. Ceiling tiles present; no broken, stained, or painted</p>	<p>Stage ramp, 160, 164 (hallway), 164, 167, 170, 173, 124, C05 (hallway), C09 (hallway), C09, 130, 152, 152 (hallway), 150, B08, 147, 146, 145, 143, 136, 135, 131, 131 (closet), 100, 101, 103, 105, 106, 108 (closet), 109, 111, hallway adjacent to staff lounge, 114, 117, 115, 116, 120, 121, electrical room</p>	<p>Missing/broken/stained ceiling tiles</p>	<p>x</p>					
<p>9. Walls show no signs of water damage/mildew/ paint irregularities</p>	<p>115</p>	<p>suspected mold growth on bookshelving and cinder block wall</p>		<p>x</p>	<p>14421</p>	<p>12.9.16</p>		
<p>10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.</p>								
<p>11. Limited use of non-issued HCPSS furniture and appliances</p>	<p>164, 167, 168, 169, 170, 171, 173 (closet), 175, 178, 124, C07, C09, C10, 125, 126, 127, 128, 129, 158, 150, B08, B07, 146, 143, 144, 138, 131, 100, 101, 102, 109, 111, 112, 113, 114, 117, 121, 123</p>	<p>Lamps, refrigerators, microwaves, Christmas lights, water cooler, excessive outside furniture, hot pot, coffee makers, tabletop ice machine, fans</p>	<p>x</p>					
<p>12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.</p>	<p>167, 168, 169, 170, 174, 175, 176, 177, 178, 179, C06, C07, C09, 125, 129, 153, 154, 156, 158, 151, 150, B08, B07, 147, 146, 145, 143, 144, 139, 142, 141, 138, 133, 136, 135, 134, 131, 132, 106, 107, 109, 111, 112, 113, 115, 120</p>	<p>Pillows, throw rugs/non-HCPSS issued rugs, curtains, fabric tablecloths, artificial plants, decorations hanging from ceilings, non-HCPSS issued flags, kites, stuffed animals, excessive clutter, chair cushions, school system issued curtains dusty and need removed</p>	<p>x</p>					
<p>13. No structural or physical gaps around exit doors</p>	<p>160, 163, 168, 173, 152 (hallway), B07</p>	<p>Daylight visible around exit doors - needs weather stripping</p>		<p>x</p>	<p>14736</p>	<p>12.13.16</p>		

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14. No improperly stored materials/chemicals									
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	144	Plants in need of barrier		x					
19. Sinks and fountains drain quickly and work properly including absence of leaks	169, 175, 147	hot water not working, mildew growing in sink, sink area unaccessible due to being blocked by clutter, leaky sink			x	14726	12.13.16		
20. No standing water in sinks, fountains, on counter									
21. Carpet dry nearby sinks, fountains									
22. Soap and paper towels available	C10	soap dispenser dislocated from wall			x	14734	12.13.16		
23. All electrical outlets secure, no frayed wires on equipment	174, 106, office staff restroom, 107	outlet cover needs repaired (floor outlet - gap), electrical box cover missing, phone jack hanging off wall			x	14732	12.13.16		



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35. Exterior doors are closed									
36. No pools of standing/stagnant water									
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									

**COMMENTS:**

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