

IEQ SCHOOL DATA BASE									
School Name: ELLICOTT MILLS MS			Principal: CAROL KETTERMAN			DATE: 10.11.16			
IEQ Team Leader: CAROL KETTERMAN			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	55, 18.	Smell but can't find source. 18-smell from air unit.		IEQ WO to HVAC					
2. No Air Fresheners	116, 19.	116-spray in restroom. 19-air freshner/honeywell.	X						
3. No food, dirty lunch boxes, etc. left in room	127, 20,28,25,35,14.	127-food. 20-food, water bottles. 28-green food. 25-food. 35-water container/bottles, open candy container. 14-food, closet-cookies & food.	X						
4. Vents are clean and unobstructed	122,1, 69,63,64, 16,29,37,15.	122-vents blocked. 1-we moved books. 69-difusers dirty. 63-wood dust in difuser (tech ed). 16-air unit vent, cap down. 28-green food. 29-loose vent cap. 37-blocked air by file cabinet. 15-air unit needs cleaning.	X	REGULAR WO to HVAC					
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	All science rooms. 117, 122,107,telcommunications room,2,3,105,112,113,114,116 ,110,20,art room,media,104,102,media production,127,electical room,elevator room,129 closet. 63, 16, 17,18,20,28	dusty (custodial office). Clear under sinks (custodial office). 107-clear light lens (custodial office). Telecommunications room-raceway dusty (custodial office). 2-dusty shelf (custodial office). 3-dusty (custodial office). 105-dusty (custodial office). 113-dusty & bucket of sand (custodial office). 114,116,110,20-dusty (custodial office). Art room-clear out under sink (custodial office). Media-dusty shelves (custodial office).104,102,127,electrical room-dusty (custodial office). Media production-clutter (Admin). Elevator room-floor dirty (custodial office). 129 closet-dirty floor (custodial office). 129 closet-potting soil-needs to be removed or put in a sealed container (Admin). 63-not cleaned at end of day (tech ed). 16-sodas. 17-dust due to items on ledges. 18-clean lamp. 20-dust on cabinets due to clutter. 112-pencils in drain, sink 2, check all (building maintenance).	X	REGULAR WO to PLUMBING					
7. No signs of animal infestation									
8. Ceiling tiles present; no broken, stained, or painted	103,98,107,1,113,116. Foyer entry near 67, RR of 65,63,64,59, hall out of 57, closet in health suite. 20,33,14,15.	103-2. 98-2. 107-2 small stains. 1-1 small euv. 113-2 stain. 116-restroom, 1 stain. Foyer entry near 67-tile out of place. 63-stain. 64-lots of stains,65-stain ceiling tile around exhaust. 20-loose ceiling tile & ceiling stain. 28-dirty counter. 33-stained red ceiling tiles. 14-dusty ceiling tiles. 15-loose ceiling tile. CUSTODIANS SHOULD REPLACE FULL CEILING TILES	X	REGULAR WO to CARPENTRY ceiling tiles that need to be cut					
9. Walls show no signs of water damage/mildew/ paint irregularities	29	29-cracked wall @ ceiling.		REGULAR WO to HARDWARE					

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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	44,71. 25,31.	41 & 71-microwave & mini refrigerator. 25-heater/fan. 31-microwave, shed box.	X						
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	98. 51. 16,17,33,14.	98. 51-throw rug. 16-stuffed animals. 17-flags, clutter, cover for stool. 33-stuffed animals. 14-fake plants.	X						
13. No structural or physical gaps around exit doors									
14. No improperly stored materials/chemicals	981,270. 11	98, 127. 11-cleaning products.							
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	Art room. Staff lounge. 17,11,28,29,25,33,15.	Art room-replace missing floor tile under sink (bulding maintenance). Staff lounge-carpet heavily stained. 17-stained carpet. 11-red carpet stain. 28-stained floor tiles. 29-cracked floor tile, missing floor tile. 25-stained carpet tile. 33-stained carpet. 15-stained carpet.							
16. Barrier mats vacuumed well	73, teachers lounge, admin area.	All-carpets stained.	X						
17. Fish tanks are clean and located away from vents/thermostats									
18. Waterproof barriers in place for plants and no standing water	122	122-plant leaf dropping.	X						
19. Sinks and fountains drain quickly and work properly including absence of leaks	117,121,109,108,103. 38	117-drip under sink (2). (7)-clogged sink. 38-leak under sink.		REGULAR WO to PLUMBING					
20. No standing water in sinks, fountains, on counter									
21. Carpet dry nearby sinks, fountains	109,108,103.00	109-stain carpet. 108-stain carpet. 103.	X						



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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									
<b>COMMENTS:</b> 113-sprinkler sing missing (building maintenance). 20-repair HVAC grill (building maintenance). Art room-fire exit not done for Sept. (custodial office). Collar around sprinkler head missing outside of choral (in hallway). 17-duct detector loose/unsafe. (Electrical office-WO). TP 2-light bulbs in closet. 29-remove books & cases. 37-double check expirations. 30-no ladders (remove). 30-no storage, 3" radius.									