

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDERS	IEQ WORK ORDERS	ASSIGNED DATE	COMPLETION DATE	30-DAY REVISIT
4/25/2017 10:48:23	01B. TEMPERATURE: Uncomfortable	Cafeteria	Dry food storage room – heater runs at about 80° too hot. Needs to be adjusted to 60°.			HVAC 30037		5-4-17		
4/25/2017 10:13:36	02. AIR FRESHENERS	102	Plug in	X				4-25-17	4-28-17	
4/25/2017 10:34:29	02. AIR FRESHENERS	106	Air freshener	X				4-25-17	4-28-17	
4/25/2017 10:50:11	02. AIR FRESHENERS	107	Lysol	X				4-25-17	4-28-17	
4/25/2017 10:42:23	03. FOOD: Unsealed, left in room, dirty lunch boxes	244	Need container	X				4-25-17	4-28-17	
4/25/2017 9:55:11	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Media	Vents need dusting		X			4-25-17		
4/25/2017 10:03:29	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Storeroom on boy's side	Vent filthy		X			4-25-17		
4/25/2017 10:06:32	04: VENTS: Dirty, obstructed (Wall, Ceiling)	116	Blocked vent		X			4-25-17		
4/25/2017 10:15:38	04: VENTS: Dirty, obstructed (Wall, Ceiling)	119	Dust vent		X			4-25-17		
4/25/2017 10:22:17	04: VENTS: Dirty, obstructed (Wall, Ceiling)	117	Dust vents		X			4-25-17		
4/25/2017 10:22:55	04: VENTS: Dirty, obstructed (Wall, Ceiling)	105	Grill dusty		X			4-25-17		
4/25/2017 10:30:12	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Cafeteria	Vent near exit sign at exit doors near the gym		X			4-25-17		
4/25/2017 10:31:30	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Cafeteria	Vent near stage/kitchen		X			4-25-17		
4/25/2017 10:33:39	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Cafeteria	The large ceiling vent		X			4-25-17		
4/25/2017 10:33:47	04: VENTS: Dirty, obstructed (Wall, Ceiling)	122	Dust vent		X			4-25-17		
4/25/2017 10:42:03	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Computer lab	Vents not cover because of heat issues in the past. Need to be replaced.			HVAC 30037		5-4-17		
4/25/2017 10:09:11	05: TEMPERATURE SENSORS: Blocked	Copier room	Copier under thermostat	X						
4/25/2017 10:27:03	06: CLEANLINESS: Dust, trash	Storeroom on boy's side	Duct work needs to be vacuumed particularly above the garage door.		X			4-25-17		
4/25/2017 11:04:41	06: CLEANLINESS: Dust, trash	136	Dusty sprinkler heads		X			4-25-17		
4/25/2017 11:05:01	06: CLEANLINESS: Dust, trash	136	House keeping		X			4-25-17		

4/25/2017 9:53:48	08: CEILING TILES: Stained, broken, holes, painted	Front Office	Holes in tiles	X					4-25-17	
4/25/2017 9:55:21	08: CEILING TILES: Stained, broken, holes, painted	Front Office	Stained tile	X					4-25-17	
4/25/2017 9:58:05	08: CEILING TILES: Stained, broken, holes, painted	Heath Suite	Stained tile	X					4-25-17	
4/25/2017 9:59:55	08: CEILING TILES: Stained, broken, holes, painted	Network room	Dust vent change tile .needs to be cut	X					4-25-17	
4/25/2017 10:00:28	08: CEILING TILES: Stained, broken, holes, painted	Health Suite	Stained tiles	X					4-25-17	
4/25/2017 10:07:45	08: CEILING TILES: Stained, broken, holes, painted	114	Damaged ceiling tile	X					4-25-17	
4/25/2017 10:09:21	08: CEILING TILES: Stained, broken, holes, painted	Copier	Stained and painted tile	X					4-25-17	
4/25/2017 10:12:25	08: CEILING TILES: Stained, broken, holes, painted	Front lobby	Reset, stained tile	X					4-25-17	
4/25/2017 10:17:00	08: CEILING TILES: Stained, broken, holes, painted	Book room near 120	18 inches of clearance	X					4-25-17	
4/25/2017 10:20:12	08: CEILING TILES: Stained, broken, holes, painted	120 prep room	18 inch clearance	X					4-25-17	
4/25/2017 10:24:27	08: CEILING TILES: Stained, broken, holes, painted	104	Stained ceiling tile	X					4-25-17	
4/25/2017 10:24:36	08: CEILING TILES: Stained, broken, holes, painted	117	Sprinkler head bust the tile	X					4-25-17	
4/25/2017 10:27:00	08: CEILING TILES: Stained, broken, holes, painted	129	Cluttered closet, 18 inches of clearance	X					4-25-17	
4/25/2017 10:27:51	08: CEILING TILES: Stained, broken, holes, painted	Exit door outside 103	Stained at EXIT sign	X					4-25-17	
4/25/2017 10:29:41	08: CEILING TILES: Stained, broken, holes, painted	121	Damaged ceiling tiles	X					4-25-17	
4/25/2017 10:40:13	08: CEILING TILES: Stained, broken, holes, painted	Hallway by room 122	Damage tile	X					4-25-17	
4/25/2017 10:43:25	08: CEILING TILES: Stained, broken, holes, painted	131	Damaged ceiling tile	X					4-25-17	
4/25/2017 10:45:15	08: CEILING TILES: Stained, broken, holes, painted	130	Light cover hanging down .bugs in light fixture	X					4-25-17	
4/25/2017 10:49:37	08: CEILING TILES: Stained, broken, holes, painted	113	Light fixture coming down by Orioles sign	X					4-25-17	
4/25/2017 10:52:26	08: CEILING TILES: Stained, broken, holes, painted	112	Damage tile sprinkler head	X					4-25-17	
4/25/2017 10:24:50	09: WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	Gym	replaced in fall for water damage. Can see water line on the wall. Teacher says the water comes down the			Building services 29636			4-6-17	Currently in progress

4/25/2017 10:38:07	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	Cafeteria - cleaning closer with sink	A lot of corrosion at base of sink			Building services 30054		5-4-17	
4/25/2017 9:56:00	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Front office	Heater	X				4-25-17	4-28-17
4/25/2017 9:57:55	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Student services	Personal furniture	X				4-25-17	4-28-17
4/25/2017 10:01:12	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Student services	Personal fan	X				4-25-17	4-28-17
4/25/2017 10:02:45	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	224	Coffee maker, lamp	X				4-25-17	4-28-17
4/25/2017 10:03:56	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	225	Sofa	X				4-25-17	4-28-17
4/25/2017 10:04:15	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Front office conference	Lamp	X				4-25-17	4-28-17
4/25/2017 10:05:16	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Data Clerk	Fan	X				4-25-17	4-28-17
4/25/2017 10:14:25	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	119	Rug and chair	X				4-25-17	4-28-17
4/25/2017 10:14:58	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	102	Fan, heater, bookshelf	X				4-25-17	4-28-17
4/25/2017 10:16:53	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	101	Chairs	X				4-25-17	4-28-17
4/25/2017 10:22:56	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	105	Fan, heater, chair	X				4-25-17	4-28-17
4/25/2017 10:24:32	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	128	Personal furniture	X				4-25-17	4-28-17
4/25/2017 10:25:23	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	104	Lamp	X				4-25-17	4-28-17
4/25/2017 10:29:28	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	104	Lamp	X				4-25-17	4-28-17
4/25/2017 10:30:06	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	103	Stools, chairs	X				4-25-17	4-28-17
4/25/2017 10:36:19	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Science workroom 106	Refrigerator and microwave cannot be used for personal food use	X				4-25-17	4-28-17
4/25/2017 10:38:12	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	125	Personal chair	X				4-25-17	4-28-17
4/25/2017 10:42:37	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	244	Lamps	X				4-25-17	4-28-17
4/25/2017 10:43:39	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	425	Chair	X				4-25-17	4-28-17
4/25/2017 10:45:47	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	110	Stool	X				4-25-17	4-28-17

4/25/2017 10:48:11	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	109	Stool, chair, bookshelf	X				4-25-17	4-28-17
4/25/2017 11:06:30	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	139	Fan	X				4-25-17	4-28-17
4/25/2017 10:03:27	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	224	Stuffed animals	X					
4/25/2017 10:08:15	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Front Office Lounge	Store mascot in covered container	X				4-25-17	
4/25/2017 10:31:30	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	103	Pillows, feather strips (boa?), drapes	X				4-25-17	
4/25/2017 10:58:02	13. AIR GAPS: Structural or physical gaps around exit doors	Band room	Storage room with exit doors. Gap runs entire length between the doors.			Door and hardware 30047		5-4-17	
4/25/2017 10:34:15	14. MATERIALS/CHEMICALS: Improperly stored or marked	106	Windex	X				4-25-17	4-28-17
4/25/2017 10:34:38	14. MATERIALS/CHEMICALS: Improperly stored or marked	103		409 X				4-25-17	4-28-17
4/25/2017 9:57:39	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	Media Office Closet	Sweep floor		X			4-25-17	
4/25/2017 10:39:30	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	106	Tiles missing			Building services 30056		5-4-17	
4/25/2017 10:11:10	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	Front office women's room	Fake plant	X				4-25-17	4-28-17
4/25/2017 10:15:32	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	102	Wreath	X				4-25-17	4-28-17
4/25/2017 10:32:12	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	D103	Plants, wreath	X				4-25-17	4-28-17
4/25/2017 10:45:08	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	130	Artificial plant	X				4-25-17	4-28-17
4/25/2017 10:31:00	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	121	Cover for plumbing under sink			Plumbing 30004		5-4-17	
4/25/2017 10:15:47	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	102	Broken lens			Electrical 29999		5-4-17	
4/25/2017 10:33:39	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	106	String lights	X				4-25-17	
4/25/2017 10:38:23	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	108	String lights	X				4-25-17	
4/25/2017 10:41:45	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	244	String lights	X				4-25-17	
4/25/2017 10:46:14	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	Cafeteria	Freezer in the back. Ceiling light bulb missing. Should be replaced or covered.			Electrical 28610		4-24-17	4-26-17
4/25/2017 10:04:23	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	115	Protector			Electrical 29992		5-4-17	

4/25/2017 10:13:43	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	119	Protector			Electrical 29989		5-4-17		
4/25/2017 10:15:12	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	102	Protector			Electrical 29989		5-4-17		
4/25/2017 10:21:50	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	118	Protector			Electrical 29989		5-4-17		
4/25/2017 10:24:32	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	104	Protector			Electrical 29989		5-4-17		
4/25/2017 10:28:49	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	129	Protector			Electrical 29989		5-4-17		
4/25/2017 10:33:07	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	122	Protector			Electrical 29989		5-4-17		
4/25/2017 10:45:07	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	111	Protector			Electrical 29989		5-4-17		
4/25/2017 10:45:51	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	110	Protector			Electrical 29989		5-4-17		
4/25/2017 10:49:07	24. ELECTRICAL CORDS: Unsecured, extend across walkways, cord protectors not installed	109	Protector			Electrical 29989		5-4-17		
4/25/2017 10:20:22	26. ELECTRICAL EQUIPMENT: Near sinks or source of water	Electrical Room across from Media	3' clearance on floor	X						
4/25/2017 10:07:50	29. INSECTS: Insect populations (wasps, bees, etc.)	114	Ant coming from outlet on wall of white board			IPM 29459		5-4-17		
4/25/2017 10:37:28	29. INSECTS: Insect populations (wasps, bees, etc.)	125	Ant by window			IPM 29459		5-4-17		
4/25/2017 10:31:27	35. EXTERIOR DOORS: Not closed	Across from room 104	Door does not close on its own.			Hardware 30047		5-4-17		
4/25/2017 10:39:34	35. EXTERIOR DOORS: Not closed	108	Exterior door in room 108 is hard to open and doesn't close.			Hardware 30047		5-4-17		
4/25/2017 10:44:41	35. EXTERIOR DOORS: Not closed	Across from room 110	Does not close			Hardware 30047		5-4-17		
4/25/2017 15:54:31	37. EXTERIOR VENEER: Exterior wall damaged	Around building	Several places of mortar missing and steel rusted			Building services 30054		5-4-17		
4/25/2017 10:19:25		Girl's locker room	Exposed insulation on vertical pipe inside the entrance.			Building services 30054		5-4-17		
4/25/2017 10:01:09		Network room	Thermostat needs cover			HVAC 30037		5-4-17		
4/25/2017 10:08:09		Storeroom near girl's side	Heavy dust above on all ductwork particularly over the garage door.	X						
4/25/2017 10:10:36		Storeroom on girl's side	Stairway to roof needs to be cleaned as well as cleaned beneath the stairs. Back freezer door doesn't shut properly and rubber seal on bottom of door is coming off.	X						
4/25/2017 10:44:11		Cafeteria				Doors and Hardware 30047		5-4-17		















































































































































































































































































































