IEQ SCHOOL DATA BASE									
SCHOOL: Running Brook ES Principal- Troy Todd Date-10/31/16									
IEQ TEAM LEADER: Jayme Brewrink IEQ System Leader- Greg									
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	IEQ WORK ORDER #	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
No unusual or offensive odors, or temperature discomfort	Boys BR in new wing	Odor. Admin to work with custodial office to resolve.	X						
2. No Air Fresheners	135, 131, 122, Boiler Rm.	135- 2 air freshners, 131- candle, 122-Glade, Boiler rm-Toilet has air fresner.	X						
3. No food, dirty lunch boxes, etc. left in room	131, 202, 208, 211, 101, 103, 69, Media, 13, 45, 49, 44	131-cookies, candy, etc cabinet, 202- food in cabinet, 208- storage- food, 211- cabinet- food. 101,103,69-HAVE food, teabag, Food on shelves. (Need sealed containers.)	X						
4. Vents are clean and unobstructed	202, 206, 103, 104, 106, 122, Gym, 76, 74, 202, 206, 55, 52, 44	202 & 206 ENTIRE RETURN VENT BLOCKED. 103-paper covering vent, 104-blocked vent, 106-blocked vent, air vent SUSPICIOUS, INVESTIGATE ceiling vent, 122-HVAC unit, Gym-HVAC difuser @ cover plate by exit, ceiling vent, 76-check heat, 74-growth in vent,202 &206-blocked air vents, RA vents.		Submit IEQ WO to HVAC	14744	13-Dec	Work in progress		
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	135, 208, Gym storage, Boys BR in new wing, 83, 69, Gym, 4, 8, 14, 55, 65, 52,45 49, 44, 61	135- dirty surfaces, 208- dusty surfaces. Gym storage-dusty floor, vent dusty, gray container remove 18". Boys BR- floor sticky. 83- General housekeeping. 69-clutter, Gym-dusty, Dusty, Kitchen-most high areas, 61-cluter. Admin to work with custodial office to resolve.	X						
7. No signs of animal infestation									
8. Ceiling tiles present; no broken, stained, or painted	135, 124, 2, 202, 213, Lobby 83, 94, 97, 99, 100, 106, 85, 125, 8, 6, 11, 45, 14	135, 124, 2, 213 - Reset tiles. 202-2 stained tiles @ speaker. Lobby @ 2nd story reset. 83-Leaky tile & inconsistant tile, 94- stained tile. 97-cracked ceiling tile, 99-hole in ceiling tile, 100- mold on ceiling tile (form work order)- ceiling tile hall across from media, 106- stained tile, 85-stained tile, 125-sprinkler escusion & no access, dust in closet ceiling tile to panel. Eschusion.		Submit regular WO to HVAC	14746	13-Dec	16-Dec		
9. Walls show no signs of water damage/mildew/ paint irregularities	92,Gym	92-water behind AC unit, Gym-peeling paint.		Submit regular WO to Plumbing & Painting	14747	13-Dec	In progress		

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10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	203-Storage, 74, 1st & 2nd Girls BR	1 stained tile over door. 74-growth in vent & humid, Blocked floor drain.		Submit regular WO to HVAC	14750	13-Dec]	In progress		
11. Limited use of non-issued HCPSS furniture and appliances	135,123,206,212,106,122,61	135 & 123-Microwave, refrigerator, coffe pot. 206-refrigerator, microwave. 212-refrigerator, 106-refrigerator, microwave, 122-refrigerator, 61-refrigerator. Admin needs to review for reductions.	X						
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	135,131,213, Media, 96, 8,65,55,54,53,52,45,44,41	135 & 131-Plastic plates,remove purple carpet (safety), stuffed animals. 213-6 pillows. Mediacusions, fake flowers, 96-cusion. 55-dress up, 41-brush cloths.	X						
13. No structural or physical gaps around exit doors	96	weather strip on exterior door.		Submit regular WO to Hardware	14751	13-Dec	Work in Progress	12/14/2016	
14. No improperly stored materials/chemicals	94, 4,61,55,53,52	Goo Be Gone, WD-40. Under sink in Art. Boiler rm-toilet-air freshner.	X						
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	101,104,107, Media, 103, 4,44	101-base cove repair, 104-rip in carpet, 107-carpet pull, baseboard base cavel. Art-carpet, 44 @ exterior of door.		Submit regular WO to Flooring	14752	13-Dec \	Work in progress		
16. Barrier mats vacuumed well									
17. Fish tanks are clean and located away from vents/thermostats	55	Water full-alge.	X						
18. Waterproof barriers in place for plants and no standing water	55	Plants need plastic water catcher.	X						
19. Sinks and fountains drain quickly and work properly including absence of leaks									
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. All electrical cords secured and not extending across walkways	54	Christmas lights hang from grid.	X						
25. No extension cords used as permanent wiring	102,69,106	102-power strip & extensions, 69-extensions, 106-extension cord.	X						
26. No electrical equipment near sinks or source of water									
27. No exposed disconnected wires									
ADJACENT SCH	OOL GROUNDS								
LOOK-FORS	ROOM/LOCATION				COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
28. No litter									
29. No large insect populations (wasps, bees)	103, 106	103-Bug, 106-suspicious pest management. Custodial should review.	х						
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									
34. Windows are closed									
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: New Wing- Why are we using/have regular green & blue mop heads? Larry Phillips should review-Microfiber system @ school. 07/05 Art storage clutter-Admin needs to address. 04- Back splash @ counter top of Art room. Submit regular WO to Carpentry. 06-Music. 14-Return Grill needs trim mtl. Submit regular WO to HVAC. Close up gap. Kitchen floor grate needs cleaning. Admin to to work with custodial to resolve. 66- Change difusser to 3-way. Submit regular WO to HVAC. T.J. Reset tiles for 135,124,2,213 and Lobby on 2nd story. T.J.-work on baseboard/carpet edges.

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