

**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
1. 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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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 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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