

IEQ SCHOOL DATA BASE									
School Name: Phelps Luck Elementary School		Principal: Michelle M. Leader		DATE: November 22, 2016					
IEQ Team Leader: Connie Fowlkes		IEQ System Leader:							
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							X		
2. No Air Fresheners	B124A, B121		X				X		
3. No food, dirty lunch boxes, etc. left in room	A149	Food	X				X		
4. Vents are clean and unobstructed	A135, A136A, A139, A141, C121C, A126-Gym, B124A	Return air grill dusty and/or blocked, C121C-fan coil unit blocked, A126-Gym-high dusting & humming in vent,	X	X			X		
5. Temperature sensors are not blocked							X		
6. Area appears clean and dust free	A136A, A139A, C115, C116C, C102A, C119, C108, A120A, A121B, Gr. 4 closet, Gr. 2 closet, Gr. 2 bathroom, A159-Media Center, A160, A165, A166	exhaust fan grill dusty, fake flowers, C102A-AC unit needs dusting, return air grill dusty, A120A, high dusting CA office, dust closet, patch holes, A121B-HVAC-clean vent, replace tiles, drips on wall, A159 & A160-media center & office needs dusting, A166-trash	X	X	Room A120A - holes need patching - job #19404. This job has been put in twice and has not been completed.				
7. No signs of animal infestation							X		
8. Ceiling tiles present; no broken, stained, or painted	Near Exit H by room C116, C102A, C124, Hallway-near C108, C108, A101B, Café, Kitchen, Kitchen Pantry, B105, B106	C102A-missing ceiling tile, possible active water leak-WOID 12784, Cracked ceiling tile in C108, A101B ceiling tile stained, Café-ceiling tile improperly cut, Kitchen ceiling tiles at sink area, Kitchen Pantry - mold found in pantry-WOID 12744, B105-stained B106-tile in closet wet,	X	X			X		
9. Walls show no signs of water damage/mildew/ paint irregularities	A121B	drips on wall		X			X		
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	A121A	Custodial closet in kitchen - insulate pipe,		X			X		

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11. Limited use of non-issued HCPSS furniture and appliances	A133, A134, A135, A136, A138, A139, A141, A142, A146, C114, C116, C118, C119, C120, C124, C125, C104-bookcase, C101, C106, C110, B124A, B121, A160, A167A-Prod. Rm	Coffee maker, microwave, lamps, fan, tall bookshelf (A146 - ? of stools), chair, refrigerator, Space heater, C110-toaster oven, B124A-fan, B121-fan, A160-toaster, A167A-Prod. Rm-love seat,	X				X		
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	A135, A136, A139, A143, A146, C114, C114A, C115, C118, C121, C123, C125, C104, C105, B124A, B121, A167	(Items hanging from ceiling in rooms A135, A136, A138, C114, C121, C123, C105, C106) pillows, stuffed animals, carpet and/or carpet remnants (Room C114-curtains, cushions, chair storage pouches) C104-curtains & carpet remnants, B124A-fabric, fake flowers, closet in room-husband pillow-go, A167-carpet,	X				X		
13. No structural or physical gaps around exit doors	A120-Café, Exit E-Recess Doors, Gym-A126 and boiler room	A120-Café-exterior door, see daylight, needs sealing, Exit E-Recess Doors need seal, Gym-A126 Doors need sealed, Boiler room door needs sealed.		X	19413 - This job has been put in twice and has not been completed.				
14. No improperly stored materials/chemicals	C115, C115A, C116C, C121, C121C, C125, Outside C101, C109, C112, B121	18" space from cabinets to top of ceiling, Room C116C Fan coil unit blocked, C116C-Potting Soil	X				X		
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	B129,	B129-fix floor tile under sink		X			X		
16. Barrier mats vacuumed well							X		
17. Fish tanks are clean and located away from vents/thermostats							X		
18. Waterproof barriers in place for plants and no standing water							X		
19. Sinks and fountains drain quickly and work properly including absence of leaks	A101A			X			X		
20. No standing water in sinks, fountains, on counter	A101A			X			X		
21. Carpet dry nearby sinks, fountains							X		



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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									
<b>COMMENTS:</b>									
Light fixture cover in B114 needs fixed.									