IEQ SCHOOL DATA BASE									
School Name: BBMS Principal: Jones DATE:12/21/16									
IEQ Team Leader: Aaron Tark IEQ System Leader:									
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES	WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
No unusual or offensive odors or temperature discomfort									
2. No Air Fresheners									
3. No food, dirty lunch boxes, etc. left in room									
4. Vents are clean and unobstructed	Rm 21 return grill, Rm 23 above door, Rm 25 all window sills Rm 35 Toy in vent, Custodial storage dirt vent,		Done by custodians				1/4/17		
5. Temperature sensors are not blocked									
6. Area appears clean and dust free	Rm 21 motion sensor, under on on unsed kitchen equipment, Gym all storage closets need vac/dusting	Been taken care of by custodians	Done by custodians				1/5/17		
7. No signs of animal infestation									
8. Ceiling tiles present; no broken, stained, or painted	Boiler room: remove old stored tiles, Park and Rec Room: over juke box, bathroom, Park and Rec room office tile near sprinkler, sprinkler esachon, Rm 21 1st kitchen, Hallway by Rm 21 above fire extiguisher, fix esachon by rm 21 door, Rm 21 Cap old tv mount hole, Room 25 replace 3 tiles, tile by vav15, Rm 23 replace tile above band shelves, closet at front of room sprinkler tile replace, Custodial office hallway leak in light fixture and connecting tile, Cafeteria office-tile by sprinkler, sink area 4 tiles to be fixed, PE office 5 tiles in office near AC unit hallway outside elvators downstairs missing escuthchean place, tile with hole, Rm 31 stained tile, rm 35 middle room stained tile, Rm 36 stained tiles x 2, straiwell 38 stained tile, staff tolict broken tile, custodial opposite rm 39 escutcheon plate, Rm 41 stained tiles x 2, computer lab tiles x 2, media center tile hangin loose, distribution center stained tile, media office stained tile, stairwell near rm 46 stained tile		These things have been removed by DBS						
9. Walls show no signs of water damage/mildew/ paint irregularities	stairwell 38 paint bubble near window	Same as below: Jeff Klenk waiting for phone call							
10. No condensation or other evidence of humidity on ceilings walls, doors, etc.									

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11. Limited use of non-issued	front office 2 space heaters, Data clerk office box fan, Rec and Park office fan, space heater, Rm 21 2 fans, lamp, PE office							
HCPSS furniture and appliances	fridge, Rm 20 Box fan Rm 7 fan, between rm 9 and 10 toaster overn, microwave, remove coolers from wall unit, Rm 12 fake flowers, Rm 11 xmas lights, coffee pots, Rm 14 small fans, Rm 15 microwave, rm 16 small fan, Rm 17 personl book shelf, Rm 19 small lamps Rm 31 microwave, Rm 33 chairs, Rm 41 lamp, Media production xmas lights adn fake flowers							
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	Rm 21 Cushions on rocking chair, small fabric covered chairs, Rm 25 boxes full of fabric supplies.PE office fake plants, fabric chair.Kitchen teddy bear on window sill, Rm 20 decorations by door Rm 3 fabric tree, mummy boookcaseRm 15 rug, curtanins, stool cushion							
	Rm 27 fake plants, rm 31 fake plants, Have been told by Admin about this prior to email	taken care of						
13. No structural or physical gaps around exit doors	6th grade side entrace, park and rec back door, Gym all exterior doors/closet too, Café all exterior doors, crack in wall by mixer, Bolier room doors Waiting for Jeff Klenk to get back with me about the crack walls.							
14. No improperly stored materials/chemicals								
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)								
16. Barrier mats vacuumed well								
17. Fish tanks are clean and located away from vents/thermostats								
18. Waterproof barriers in place for plants and no standing water								
19. Sinks and fountains drain quickly and work properly including absence of leaks								
20. No standing water in sinks, fountains, on counter								
21. Carpet dry nearby sinks, fountains								
22. Soap and paper towels available								

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23. All electrical outlets secure, no frayed wires on equipment	Greg to follow up with Brain Ralph concerning old kitchen appliances. Kitchen missing outlet cover near windows, extension cord hanging from ceiling near windows appliances.			17419	1/11/2017	1/11/17		Done
24. All electrical cords secured and not extending across walkways	Rm 21 need cord protector, Rm 20 needs cord protector Rm 17 change cord protector Rm 28 change cord protector, Rm 41 cord protector, Rm 43 Cord protector			16886	1/7/2017	1/10/17		Done
25. No extension cords used as permanent wiring								
26. No electrical equipment near sinks or source of water								
27. No exposed disconnected wires								
	ADJACENT SCHOOL GROUNDS							
LOOK-FORS	ROOM/LOCATION COMMENTS	ADMIN	FACILITIES	COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
28. No litter								
29. No large insect populations (wasps, bees)								
30. Awnings secure, no leaks								
31. Shrubbery not near vents or windows which can be opened								
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								

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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	n.								
44. Landscaping and turf look healthy and disease free									
COMMENTS:								•	