

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDER NUMBER	IEQ WORK ORDER NUMBER	ASSIGNED DATE	COMPLETION DATE	90-DAY REVISIT	CLOSED
4/26/2018 14:04	VENTS: Dirty, obstructed (Wall, Ceiling)	210	Dusty vent		x						
4/26/2018 14:04	VENTS: Dirty, obstructed (Wall, Ceiling)	215	Dusty vent		x						
4/26/2018 14:04	VENTS: Dirty, obstructed (Wall, Ceiling)	236	Dusty vents		x						
4/26/2018 14:04	VENTS: Dirty, obstructed (Wall, Ceiling)	246	Dusty vents		x						
4/26/2018 14:04	VENTS: Dirty, obstructed (Wall, Ceiling)	A52	Bent vent baffle (ceiling)			69164					
4/26/2018 14:04	VENTS: Dirty, obstructed (Wall, Ceiling)	A53	Dirty ceiling vent		x						
4/26/2018 14:04	VENTS: Dirty, obstructed (Wall, Ceiling)	B 25 kitchen			x						
4/26/2018 14:06	CLEANLINESS: Dust, trash	A37	Dust on floor		x						
4/26/2018 14:06	CLEANLINESS: Dust, trash	A36	Dust on floor		x						
4/26/2018 14:08	CEILING TILES: Stained, broken, holes, painted	246	Front left			69161					
4/26/2018 14:08	CEILING TILES: Stained, broken, holes, painted	216	Water damage			69162					
4/26/2018 14:08	CEILING TILES: Stained, broken, holes, painted	A56	Stain on ceiling tile (back of room , near A59)			69162					
4/26/2018 14:09	WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	Gym storage near cafe	No action necessary, monitor during next IEQ water staining on duct								x
4/26/2018 14:13	AIR GAPS: Structural or physical gaps around exit doors	A55 (lower level stairwell)	Exterior has air gap underneath			69163					
4/26/2018 14:13	AIR GAPS: Structural or physical gaps around exit doors	A87	Air gap under interior exit door			69163					
4/26/2018 14:15	FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	230	Dusty floors		x						
4/26/2018 14:18	PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	A12	Waterproof barrier for live plants	x							
4/26/2018 14:18	PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	246	No bases	x							
4/26/2018 14:18	PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	244	Fake plant	x							
4/26/2018 14:18	PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	A60	No secondary barrier (water tray) under plants	x							
4/26/2018 14:18	PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	A74	Need water tray under plant (secondary barrier)	x							