

School Name: Harper's Choice Middle	
IEQ Team Leader: Yvonne Jackson	
LOOK-FORS	ROOM/LOCATION
1. No unusual or offensive odors, or temperature discomfort	Staff Bathroom, 803, 807, 601, 501
2. No Air Fresheners	Staff Bathrooms
3. No food, dirty lunch boxes, etc. left in room	Staff Lounge, Art, 805
4. Vents are clean and unobstructed	Media, Art (including closets), 910, Comp. Lab, 702, 404, 701, 705, 704, 703, Bookroom (707), 707, 803, 804, Gym, 605, 604, 603, 508, 503, 501, 502, Locker Rooms, Boys Restroom near gym, Café, 201, 202A Office
5. Temperature sensors are not blocked	Media, Art (including closets)
6. Area appears clean and dust free	Media, Top of Lockers, Electrical Room (7th Grade Hall), Staff Lounge, 702(and lockers), Bookroom (707), Sci. Prep (607), Gym , Gym Supply Closet/Laundry/Roof Access/Locker Rooms, Top of Vending machines, Café Egg Grate, Kitchen, 202, 201
7. No signs of animal infestation	706, Boys locker room, Café Kitchen, 201

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8. Ceiling tiles present; no broken, stained, or painted	Media, Electrical Room (7th Grade Hall), Art, 910, Comp. Lab, 702(and Hallway), 701, 908, 706, 704, 703,807, 805, 804, Gym, 605, 603, 607, Sci. Prep (607), 602, Staff Restroom, Elec. Room, (506), Boys RR (501), 101, 103 Boys, Staff Workroom, Office Supply Closet, 106, Gym Lobby, Cafe/Kitchen, Band office, 205, Cust. Stockroom, 202, 202A,
9. Walls show no signs of water damage/mildew/ paint irregularities	Exit door near 703
10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.	804, Gym locker room showers (boys/girls), 604, Main Gym
11. Limited use of non-issued HCPSS furniture and appliances	Media, Staff Lounge, 702, 705, 803, 805, 605, 603, 601, 507, 503, 504, 501, 101, Staff Workroom, 201, 202A Office
12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	Staff Lounge, Art, 706, 707, 603, 508, 601, 504, 502, 101, Staff Workroom, 106, 105, StockRoom C5
13. No structural or physical gaps around exit doors	Media roof access area
14. No improperly stored materials/chemicals	Media, Art, 706
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	Girls Locker Room Office, Main Hall outside Guidance

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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	201
20. No standing water in sinks, fountains, on counter	Boys Locker Room Office, 202
21. Carpet dry nearby sinks, fountains	
22. Soap and paper towels available	
23. All electrical outlets secure, no frayed wires on equipment	Office Supply Closet, Gym Supply Closet, 204, 202
24. All electrical cords secured and not extending across walkways	404, 803, 605, 606, 508, 601, 602, Port. A
25. No extension cords used as permanent wiring	606, 501, 502

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26. No electrical equipment near sinks or source of water	
27. No exposed disconnected wires	204
ADJACENT SCHOOL GROUNDS	
LOOK-FORS	ROOM/LOCATION
28. No litter	
29. No large insect populations (wasps, bees)	
30. Awnings secure, no leaks	
31. Shrubby 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	Doors to Port. A/B/C, 807, Gym Roof Access Area, Gym Lobby, Exit Door E16(sprinkler room)
36. No pools of standing/stagnant water	
37. Exterior veneer intact	

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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:	
1.Electrical Room 7th Grade Hallway - clear out unused furniture - ADM	

IEQ SCHOOL DATA BASE

Principal: Adam Eldridge

DATE: 12/22/16

IEQ System Leader: Greg Maciulla

COMMENTS	ADMIN
Check Ventilation/temperatures	
Air Fresheners	X
Food properly stored	X
Return vents need to be cleaned, vents cleared of furniture (including 2 block clearance from ceiling)	X
`	X
Tops of book shelves near return vents are dusty, Fire Lights cleaned, Door frames dusted	X
HCPSS Mouse Traps, bugs in lights, rodent feces	X

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Stains on ceiling tile(s), holes in tile(s), tiles need reset	X
Crack in wall by door	
Water in light lens by teacher desk (HVAC), rust, brown spots in shower area, Gym wall along locker rooms roof drain leaking	
Appliances to include lamps, toaster ovens, fans, microwave, refrigerator, space heater	X
Plants (real or fake), Draped Fabric, Carpet, Curtains, Table Cloths,	X
Roof leaks, perimeter needs to be sealed (light from outside)	
Non HCPSS cleaning products	X
Escutcheon plate	

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sink leak	
shower trap - check water, water stains in light lens	
Electrical, Need 3 ft. clearance to electrical panel	X
Cord Cover needed	X
Powerstrip	X

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cover plate on octagonal wire area

COMMENTS

ADMIN

light coming in from bottom

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IN 2. All Fire Extinguishers need to be checked monthly - ADMIN 3. Room 701 had ceiling

X	16994	1/9/17			
X	16998	1/9/17	1/13/17		
X	17000	1/9/17	1/9/17		
X	17008	1/9/17	1/9/17		

X	17009	1/9/17	1/9/17		
X	17011	1/9/17	1/9/17		
X					
	17273	1/23/17	1/23/17		
	17275	1/23/17	1/23/17		

X	17016	1/10/17	1/11/17		
FACILITIES	COMMENTS/WORK	ASSIGNED TO	COMPLETION DATE	30 DAY REVISION	CLOSED
X	17017	1/9/17	1/24/17		

ng tiles previously replaced. Red pins placed. Check IEQ on workorder - FACILITIES 4. Need room