

IEQ SCHOOL DATA BASE

School Name: Pointers Run ES

Principal: Lenore Schiff

IEQ Team Leader: Trish Lannon, Assistant Principal

IEQ System Leader: Greg

LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES
1. No unusual or offensive odors, or temperature discomfort	Boys BR in 5th Gr hallway, Rm 3307, Rm 3323 bathroom, Rm 3323, Rm 3125, Rm 3325	Boy's bathroom has strong urine smell. Excessive heat in room 3307. Rm 3323 bathroom has a bad odor. Cold in Rm 3323 and closet of Rm 3125. Closet in Rm 3325 and the bathroom in this room are very cold.		Issues with odor
2. No Air Fresheners	Rm 3325, Rm 3143	2 rooms with air freshners that need to be removed.	Trish Lannon	
3. No food, dirty lunch boxes, etc. left in room	Rm 3131, 3136, 3135, 3308, 3306, 3146, 3143, 3151, 3149, 3142, 233, PE office, 3158, 3148, 3146, 3135, 3129	Food needs to be in rigid sealed containers. Rm 3142 refers to turtle food. Lunch found left open and exposed on desk (brussel sprouts)	Trish Lannon	
4. Vents are clean and unobstructed	Bathrooms on Trustworthiness Way, Custodial sotrage room on Worthiness Way, closet room 13, Rm 3125 bathroom, Rm 3325, Custodial closet near 3rd gr, pod storage 3rd grade, 3rd gr staff bathroom, 2nd gr bathrooms, 1st grade pod storage, laundry room, storage room beside 3154	Vents need to be cleaned		Reported to Diane Matthews
5. Temperature sensors are not blocked	Rm 3128, 3151	Refrigerator and laminator stacked near the thermostat. Rm 3151 has a blocked thermostat	Trish Lannon	

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6. Area appears clean and dust free	Staff lounge, Rm 3137, Media Center, staff bathroom near media server room, media server room, Rm 3151, 3149, 3148, 3153, 3143, 3308, 3126, 3323, 3310, 3324, hallway outside Rm 3141, 3137, 3133, pictures hanging in the hallways, hallways, added walls in pods, kindergarten entry way, 5th grade entryway, 2nd gr project room, storage room outside room 3154, dry storage room, can wash room	Fake flowers, holiday garland around door frames/bulletin boards, excessively dusty bookshelves in Media Center, tissue paper large flowers, spider webs, dirty window sills, old cartoons taped all over windows, pictureless hanging throughout hallways are very dusty, walls in hallways very dusty, walls added in pod areas dusty and have cobwebs,	Trish Lannon (fake flowers, garland, paper flowers, old cartoons)	Reported to Diane Matthews (dust, cobwebs, etc.)
7. No signs of animal infestation	General Storage Room	Dead mouse was found. Mice droppings.		
8. Ceiling tiles present; no broken, stained, or painted	Rm 3323, 3125, PC computer lab, 3309, 3306, 3rd gr resource room, 3143, custodial storage on Trustworthiness Way, book closet, parent volunteer room, general storage room, staff bathroom/storage near server room, media office, media center, 3121, hallway outside kitchen, custodial office, hallway going out to playground, 233, 3123, hallway outside building services door.	Cracked ceiling tile, missing ceiling tile, stained ceiling tile (see copy of notes by classroom for specific details)		Reported to Diane Matthews
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<p>9. Walls show no signs of water damage/mildew/ paint irregularities</p>	<p>Rm 3134, Rm 3135, Rm 3120, Book Closet, Rm 3145</p>	<p>Rm 3134, 3120 and 3135 have bubbling paint and stains on the ceiling. The Book Closet had a refrigerator that was unplugged and full of mold. Room 3145 had a bookcase on the sink that had mold.</p>	<p>Trish Lannon (mold)</p>	
<p>10. No condensation or other evidence of humidity on ceilings, walls, doors, etc.</p>	<p align="center">□</p>	<p align="center">N/A</p>	<p align="center">N/A</p>	<p align="center">N/A</p>
<p>11. Limited use of non-issued HCPSS furniture and appliances</p>	<p>Rm 233, PE office, 3164, 3163, 3160, 3158, 3156, 3154, 3304, 3303, 3123, 3164, Psych office, staff lounge, media production room, staff bathroom near media server room, media server room, AP office, principal's office, 3151, pod area outside 3151, 3150, book closet, 3148, 3153, 3146, 3145, 3rd Gr resource room, 3140, 3143, 3309, 3308, 3310, outside girls bathroom in gr 4/5 hall, Rm 3307, Cust. office, 3126, 3323, 3324, 250, 3141, 3136, 3135, 3137, 3134, 3133, RECC spare room, 3306, 3149, 1st gr project room, 3120</p>	<p>Staff have brought many shelving units from home. Refrigerators, toasters, microwave ovens, coffee makers, Kuerigs, mini-laminators, hot water heater, fans, pannini press, lamps, toaster under sink in staff lounge, scanner, book racks, custodial office has 3 refrigerators</p>	<p>Trish Lannon</p>	

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12. No excessive fabric materials, stuffed animals, beanbags, pillows, etc.	Rm 3158, 3156, 3155, 3154, 3165, 3164, 3163, 3162, 3161, 3167, Psych office, Planning Rm 6, Media Center, Media office, media server room, principal's office, 3151, pod area outside 3151, 3150, 3148, 3153, 3145, 3140, 3143, 3309, 3308, 3310, 3307, 3126, 3123, 3323, 3127, 3128, 3131, 3325, 3324, 250, 3140, 3136, 3137, 3134, 3133, RECC spare room, 3129, 3306	Beanbag chairs, pillows, carpet squares, small carpets, couches, padded stool, cushions, fabric covering bookshelves, fabric covering bulletin boards, curtains, quilt on wall outside principal's office, valance, sports jerseys and flags hung from ceiling, Elmo chair	Trish Lannon	
13. No structural or physical gaps around exit doors	Rm 3125, Entryway in kindergarten hall	Rm 3125 exit door has gap at the bottom. Doors in the entryway of the kindergarten hallway have gaps to the outside.		
14. No improperly stored materials/chemicals	Staff kitchenette, Rm 3143, 3125, 3126, 3325, 3141, 3140	Bleach under sink (staff kitchenette), glycerin under sink (Rm 3143), NO home cleaners, bottles of Q128 left out and around room, glass cleaner from home	Trish Lannon	
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES
15. Floor coverings are level and secure (tile, carpets, wood board, etc.)	□	N/A	N/A	N/A
16. Barrier mats vacuumed well	□	N/A	N/A	N/A

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17. Fish tanks are clean and located away from vents/thermostats	Rm 3134	Horseshoe crab tanks are near sink. The concern is the cords being so close to so many water sources.	Trish Lannon	
18. Waterproof barriers in place for plants and no standing water	Rm 3126	Live plants need barriers - water leaking from underneath.	Trish Lannon	
19. Sinks and fountains drain quickly and work properly including absence of leaks	☐	N/A	N/A	N/A
20. No standing water in sinks, fountains, on counter	☐	N/A	N/A	N/A
21. Carpet dry nearby sinks, fountains	☐	N/A	N/A	N/A
22. Soap and paper towels available	Boys bathroom in Gr 4/5 hall	Soap dispenser missing from wall		
23. All electrical outlets secure, no frayed wires on equipment	Psych office	Phone cord draped over doorway in Psych office.	Trish Lannon	

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24. All electrical cords secured and not extending across walkways	Staff lounge, Most classrooms (see notes spreadsheet)	Holiday lights, cords in many rooms lay across the floor and need a regulation cord cover/protector	Trish Lannon	
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES
25. No extension cords used as permanent wiring	□	N/A	N/A	N/A
26. No electrical equipment near sinks or source of water	□	N/A	N/A	N/A
27. No exposed disconnected wires	□	N/A	N/A	N/A
ADJACENT SCHOOL GROUNDS				
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES
28. No litter	Around whole building	Trash found around the entire building outside on property, in parking lot, in bushes, etc.		Reported to Diane Matthews

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29. No large insect populations (wasps, bees)	☐	N/A	N/A	N/A
30. Awnings secure, no leaks	☐	N/A	N/A	N/A
31. Shrubby not near vents or windows which can be opened	☐	N/A	N/A	N/A
32. Trees do not provide access to roof	☐	N/A	N/A	N/A
33. No broken windows	Rm 3164, Courtyard	Broken window that was covered with plexiglass but still is not repaired. Work order was put in this summer by Diane Matthews (Rm 3146). Large window between art room and courtyard is broken and a work order was put in several times over the last 2 years by Diane Matthews.		
34. Windows are closed	☐	N/A	N/A	N/A
LOOK-FORS	ROOM/LOCATION	COMMENTS	ADMIN	FACILITIES
35. Exterior doors are closed	5th Gr entrance	Door was propped open.	Trish Lannon	
36. No pools of standing/stagnant water	Courtyard	Standing water in center of courtyard. Grading of the area out thee has everything go towards the center, but there is no drain.		

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37. Exterior veneer intact	☐	N/A	N/A	N/A
38. Outside lights working and intact	☐	N/A	N/A	N/A
39. Gutters and downspouts clear/working	☐	N/A	N/A	N/A
40. No stains from roof on outside walls	☐	N/A	N/A	N/A
41. Bins from garbage and recycling clearly marked	☐	N/A	N/A	N/A
42. Hard surfaces (sidewalks, etc.) cleared of any turf application	☐	N/A	N/A	N/A
43. Proper maintenance of planted beds and other vegetation	☐	N/A	N/A	N/A
44. Landscaping and turf look healthy and disease free	☐	N/A	N/A	N/A

COMMENTS:

Electrical room in the Gr 4/5 hallway has ladders and equipment stored in it that must be removed. **(Reported to Diane Matthews on 11/30/16)**

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Bottles of Q128 that were found around the building were way too diluted - the color should be way more green. (Reported to staff and Diane Matthews on 11/30/16)	
Student mailboxes currently are not in a safe location and need to be placed where they cannot fall on a student. (Rms 3136, 3323, 3126, 3143) (Emailed staff on 11/30/16)	
Rm 3137 has blocked access to the sink with a table that needs to be moved. (Emailed the teacher on 11/30/16)	
COMMENTS (continued):	
Rm 3129 (PreK) needs to move the refrigerator out of the student bathroom. (Staff notified on 11/30/16)	
Concerns were raised about the storage cabinets and shelving in the art/ALS/speech hallway because it may not meet requirements for an egress. (Working on a plan w	
PC computer lab vent is too loud. It was noted that you could hear a loud noise that sounded like a loose belt. (Work order 13418 entered on 11/30/16)	
Rm 3141 has boxes on top of built in cabinets that could fall when someone opened the cabinet. These need to be moved. (Emailed teacher on 11/30/16)	
Paper completely covering classroom doors need to be removed due to it being a fire hazard and preventing them from being cleaned. (Rm 3325, 3148) (Emailed staff	
Paper being stored on sinks need to be removed to help prevent mold. (Rm 3325, 3323, 3125) (Emailed staff on 11/30/16)	
Rm 3323 has an air unit that is way too loud. Will need to put in a work order for this. (Work order 13418 entered on 11/30/16)	
Rm 3323 storage closet is not safe and needs to be cleaned of clutter. (Emailed staff on 11/30/16)	
Rm 3126 and 3125 - storage closet is too cluttered and needs to be cleaned. (Emailed staff on 11/30/16)	
Rm 3128 - storage closet has items stacked up to the ceiling. Must be moved so there is an 18 inch clearance. (Emailed staff on 11/30/16)	
Fire extinguishers must be inspected once a month. Ours are way over due. This is to be done by the chief custodian. (Reported to Diane Matthews on 11/30/16.)	
There is a rolled up carpet in the storage room on Trustworthiness Way and it is too cluttered as well .(Spoke to the 2nd grade ITL on 11/30/16.)	

DATE: November 29, 2016

Maciulla

WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
13373 (for temperature issues)	11/30/16			
	Emailed both staff members 11/30/16	11/30/16		
	Emailed all staff members 11/30/16	11/30/16 - distributed containers & ordered add'l		
	11/30/16			
	Emailed both staff members 11/30/16			

DATE: November 29, 2016				
Maciulla				
	11/30/16			
13410	11/30/16			
	11/30/16			
WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED

DATE: November 29, 2016				
Maciulla				
IEQ Concern form completed for book closet & Rm 3145 (mold) & submitted to Greg M. Work order #13375 for bubbling	11/29/2016 (mold issues only) 11/30/16 (bubbling paint/stains)	11/29/2016 (mold issues only)		
N/A	N/A	N/A	N/A	N/A
	11/30/16			

DATE: November 29, 2016				
Maciulla				
	11/30/16			
13363 & 13364	11/30/16			
	11/30/16 emailed staff			
WORK ORDER NUMBER of POTENTIAL IEO	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

DATE: November 29, 2016				
Maciulla				
	11/30/16 - emailed teacher	11/30/16		
	11/30/16 - emailed teacher			
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
13381	11/30/16			
	11/30/16 spoke to staff member			

DATE: November 29, 2016				
Maciulla				
	11/30/16 - emailed staff and will order protectors.			
WORK ORDER NUMBER of POTENTIAL IEQ	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
COMMENTS/W ORK ORDER	ASSIGNED TO	COMPLETION DATE	30 DAY REVISIT	CLOSED
	11/30/16			

DATE: November 29, 2016				
Maciulla				
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
13367 & 13368	11/30/16			
N/A	N/A	N/A	N/A	N/A
WORK ORDER NUMBER of POTENTIAL	DATE ASSIGNED	COMPLETION DATE	30 DAY REVISIT	CLOSED
	11/29/16 spoke to staff			
13370	11/30/16			

DATE: November 29, 2016

Maciulla

N/A

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DATE: November 29, 2016

Maciulla

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