

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDER NUMBER	ORDER NUMBER	ASSIGNED DATE	COMPLETION DATE	30-DAY REVISIT	CLOSED
3/16/2018 9:32:18	01A. ODOR: Unusual or offensive	309	Smells like fireplace	X							
3/16/2018 9:40:50	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Electrical room	High dusting		X						
3/16/2018 9:31:04	08: CEILING TILES: Stained, broken, holes, painted	Cafe	Center, possibly food, 1 tile		X						
3/16/2018 9:41:10	08: CEILING TILES: Stained, broken, holes, painted	Hallway outside Dr. Loving	Stained ceiling tile by Media		X						
3/16/2018 9:42:14	08: CEILING TILES: Stained, broken, holes, painted	303			X						
3/16/2018 9:45:30	08: CEILING TILES: Stained, broken, holes, painted	302	Cracked by tile, light VAV		X						
3/16/2018 9:47:35	08: CEILING TILES: Stained, broken, holes, painted	302	Hallway outside 302		X						
3/16/2018 9:52:07	08: CEILING TILES: Stained, broken, holes, painted	301			X						
3/16/2018 9:53:21	08: CEILING TILES: Stained, broken, holes, painted	Art	Ceiling tile stain sprinkler		X						
3/16/2018 9:54:34	08: CEILING TILES: Stained, broken, holes, painted	Kiln room	Red pin		X						
3/16/2018 9:56:02	08: CEILING TILES: Stained, broken, holes, painted	Conf room	Damaged tile		X						
3/16/2018 9:57:36	08: CEILING TILES: Stained, broken, holes, painted	300	2 stained ceiling tiles		X						
3/16/2018 9:42:38	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	Boiler room	Staining on door to E 1 should be cleaned		X						
3/16/2018 9:45:05	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	302	Stain in ceiling light cover, clean cover		X						
3/16/2018 9:33:27	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	407		X							
3/16/2018 9:33:52	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	406		X							
3/16/2018 9:37:53	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Rec and parks	Fridge	X							
3/16/2018 9:42:33	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	303		X							
3/16/2018 9:46:27	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	302		X							
3/16/2018 9:56:02	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	300	Carpets	X							
3/16/2018 9:56:39	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	300		X							
3/16/2018 10:00:59	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	Resource room 1 storage	Mini fridge	X							
3/16/2018 9:37:34	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	319	Fabric bulletin paper	X							
3/16/2018 9:38:35	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	404		X							
3/16/2018 9:42:59	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	303		X							
3/16/2018 9:56:34	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Principal	Pennants need to be cleaned occasional for dust		X						
3/16/2018 9:50:24	13. AIR GAPS: Structural or physical gaps around exit doors	302 hallway	Paint chipped and falling on way by fire doors		X						

3/16/2018 10:02:12	14. MATERIALS/CHEMICALS: Improperly stored or marked	Resource room 1	Door doesn't close		X						
3/16/2018 9:57:12	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	Staff lounge			X						
3/16/2018 9:34:28	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	Kitchen - dry storage	Missing escutcheon plate		X						
3/16/2018 9:51:23	43. PLANT BEDS: Not properly maintained	301	By drop gate		X						
3/16/2018 9:51:53		Storage across from music	Paper boxes fell when door was opened.		X						