

TN TATEM MIDDLE SCHOOL

FACILITIES INSPECTION REPORT

Conducted on 14th and 23rd November 2016

Date: November 28th, 2016

Prepared by: Safety and Health Coordinator

The Cabinet Office

No.	AREAS	FINDINGS	RECOMMENDATIONS/CORRECTIVE ACTIONS	RECOMMENDED CORRECTIVE TIMELINES	GENERAL COMMENTARY	ASSIGNED TO
1	Front Car Park and Associated Aesthetic Green Areas	Underneath vegetative areas are dotted with litter, along with a build-up of excess amounts of dead leave and other vegetative matter/droppings	Remove all Litter and clear away excess amounts of dead leaves and other vegetative matter.	Immediately or within 30 Days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned.	Some of the dead leaves and other vegetative matter may be used to create a thin, yet uniformed layer of mulch in over exposed soil areas or for making compost that maybe used for soil conditioning or fertilizer. Should this be considered, such activity must be undertaken away from the area and reapplied to soils afterwards.	Head of School Administration/Ministry of Education
2	Main Entrance	Grill is dirty and spotted with white marks resembling mold or corrosion. Some areas of the grill is rusted, showing signs of corrosio. An obvious film of dust and other particulate matter appears to build-up on the grill.	Clean and repaint grill and ensure treatment for corrosion and corroded component is undertaken simultaneously	Immediately or within 30 Days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned.	School Security and current security arrangements should be reviewed and improved to achieve intended objectives; particularly to prevent unauthorized access and personnel from infiltrating the school campus and its facilities in furtherance of faculty and student protection	Head of School Administration/Ministry of Education
3	Reception Area	Exterior of windows are dirty. Window sills, blinds and shades require cleaning. Chair crevices and corners, legs, under sides and baseboards are dirty and moldy. Mini wicker table is dirty and moldy.	Clean all windows, blinds, wicker table and all other office furnishings; to include vacuuming of chairs and associated fabric accessories of office furnishings.	Immediately or within 30 Days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned.	The findings in this area are indicative of incomplete and insufficient levels of detailed cleaning overtime. These conditions are helping to contribute an unsatisfactory level of cleanliness and poor hygiene and sanitation. If not corrected and routinely monitored to ensure proper upkeep and the highest standard of facilities cleaning, upkeep and maintenance - achieving satisfactory levels of indoor air quality will remain a challenge for this School.	School Administration & Department of Education Facilities Management Unit and Custodial Personnel

4	Auditorium - Foyer Area	Non-mounted fire extinguisher, dirty trophy display cabinet - outer top area is heavily covered with dust, mold and other particulate matter.	Mount fire extinguisher and clean-up trophy cabinet	Immediately	See Comments above	School Administration & Department of Education Facilities Management Unit and Custodial Personnel
5	Auditorium Foyer Area - Bathrooms	Dirty and unsanitary Bathrooms - Heavy stench of Urine, build-up of dirty, dust and other particulate matter	Clean, Disinfect and Sanitize Bathrooms at least twice daily	Immediately	See Comments above	School Administration & Department of Education Facilities Management Unit and Custodial Personnel
6	Auditorium Backstage Storage Rooms	Store rooms are excessively cluttered. Supplies and materials are improperly stored, showing signs of improper and poor housekeeping of storage spaces. Electrical junction boxes are uncovered with electrical wiring exposed. Ventilation is poor - musty odour emanates from the area, with signs of condensation. Ventilation grills (inlet and exhaust outlet are dirty and moldy. Emergency exit signs are non-functional	Clean, disinfect and sanitize all storage areas. Remove all excess clutter and other unwanted materials. Improve general ventilation in the respective store rooms. Properly organize all materials and supplies being stored to eliminate fall impact hazards. Repair all non-functional lighting fixture to improve luminency in these areas, as well as, along stairwells, passage ways and corridors.	Immediately or within 30 Days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned.	A coordinated system or program of preventative and corrective, breakdown and repair maintenance is required to be developed and consistently followed to support the proper upkeep of the facilities generally.	Head of School Administration/Ministry of Education and Department of Works and Engineering
7	Auditorium Stage Back Stairwell	Emergency stairwell and passage way is obstructed by items being improperly stored. Mop bucket was observed along the stairwell with mop in dirty waste water	Remove all items being stored along stairwell and passage ways. Discontinue the practice of storing mops/mop buckets with waste water - generally improve housekeeping. Keep all corridors, stairwells and passage cleared at all times.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned.	Proper housekeeping systems are required to be implemented and monitored to ensure intended aims are being met, as well as, to ensure safety breaches resulting from poor housekeeping activities are reduced, controlled or otherwise eliminated.	Head of School Administration/Department of Education - Facilities Management Unit, along with Custodial Personnel
8	Auditorium Custodial Supplies Storage Room	Poor Ventilation - Area is generally musty with a scent of mold. Several ceiling tiles are missing. Electrical junction boxes are without covers and electrical wires are exposed. There are signs of watermarks or past leaks or water intrusion along the walls adjacent to areas where ceiling tiles are missing. Cleaning supplies and chemicals are improperly stored. The floor area from where covering was removed is dusty and moldy. Storage areas are without fire extinguishers.	Institute a proper system of storage for all cleaning and janitorial supplies. Secure MSDS/SDS - Material Safety Data Sheets for all chemical materials and supplies being used and compile MSDS/SDS Folder for Custodians/Faculty and other employee Reference and use. Replace missing ceiling tiles and complete all electrical repairs in the ceiling cavity left exposed electrical wires and uncovered junction boxes. Purchase and mount fire extinguishers of appropriate size and types within Storage areas. Clean moldy floor area and replace tiles removed or otherwise install suitable covering.	Immediately or within 30 Days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned.	See Comments above	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel
9	Auditorium	Some emergency lighting non-functional, as well as, emergency exit signs	Effect repairs to all emergency lighting systems	Immediately or within 30 Days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned.	See corresponding comments at 15	Head of School/Department of Education/Department of Public Works

10	Deputy Principal's Office	Dust and particulate matter build-up on window sills, blinds and base boards. Portions of walls soiled	Thoroughly clean, sanitize and disinfect all surfaces, to include walls with an emphasis on high, hidden and hard to reach areas and spaces	Immediately or within 30 Days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned.	See corresponding comments at 3	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel
11	Principal's Office	Excess clutter in bathroom and storage cabinets - materials are generally and improperly stored. Signs of insufficient and improper cleaning - dirty windows, dusty fabric blinds, dead plants and moldy potted soils, dirty window sills and base boards. The current layout and installation within the Principal's Office are inappropriate.	Remove all excess materials and clutter. Consider changing window blinds to types that are easily and readily cleaned (non-fabric based preferably). Remove all dead plants and moldy potted soil containers. Clean all high and hard to reach spaces. The principal's office should be redesigned and tailored for the appropriate use.	Immediately or within 30 Days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed to by all parties concerned. The timelines for the corrective works and redesign of the Principal's Office is to be determined.	The Principal's Office should be purpose built and similarly designed to allow her to function more efficiently, as well as, to avoid the findings identified.	Department of Education/Department of Public Works.
12	Staff Room	Book/Mail Box Shelves are dusty and dirty. Ventilation is poor and is being negatively affected by the mix-use of this space - kitchen, photocopying and other incompatible activities. Photocopier/print machine is improperly positioned. Ideally, photocopier/printer machine should be removed from this room. Kitchenette area cubboards are dirty with signs of insect/pest droppings. Fire extinguisher is incorrectly positioned. Couch and chairs are dirty and dusty and serves as a potential reservoir for mold.	Relocated Photocopier to another location. Alternatively, reposition at open window or in the vicinity of an door for allow the exhaust fumes and particulate matter to the outdoors. Clean shelves. Routinely open window to increase ventilation and facilitate cross ventilation. Make a determination on whether this room will be used as a lunch room (for which it is better suited) as oppose to it being used as a staff room. Clean and vacuum all fabric type furniture and associated items.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.	See corresponding comments at 3	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel
13	Nurses Station Room	Dirty and Dusty	Thoroughly clean room and reassign use if not currently being used for the intended purpose	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.	See corresponding comments at 3	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel
14	Dr. Phang-Coy's Office	Watermarked, moldy ceiling tiles with signs of active mold growth.	Repair all leaks and replace all damaged ceiling tiles, including the two closest to each damaged tile in a 360° direction.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.	See comments corresponding at 3	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel

15	Exercise Room/Gym Equipment Room	Dirty, with roach and insect/pest infestation - roaches and ants, along poor housekeeping. Improper storage of materials and supplies, dirty exercise equipment in addition to excessive clutter and unwanted material	Remove all clutter and unwanted material from this area. Clean, disinfect and sanitize the area whilst simultaneously treating for insect and pest control. Clean all gym equipment. Institute proper storage systems for all materials and supplies.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.	See comments corresponding at 3	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel
16	Exercise Room/Gym Equipment Room Bathrooms (Male and Female)	Bathrooms are unclean and unsanitary	Clean, disinfect and sanitize all bathrooms	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.	See comments corresponding at 4	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel
17	Design & Technology Room - Workshop	Excessively dusty and dirty. Excessive amounts of board cuttings and clutter. Improper and poorly positioned dust exhaust system. Excess materials workshop storage room, overcrowded with unwanted materials - Generally very poor housekeeping, maintenance and upkeep of this area. Broken Exhaust Fan - Fan Back board rotten with signs of termite infestation and mold. Missing ceiling tiles and insect/pest infestation. Poor Hazard Communication - little or no safety posters, warning signs/symbols. Poor Machine guarding. No Chemical Hazard Communication in place.	Clean up workshop and remove all clutter and excess material either to proper storage or otherwise dispose of them. Repair and reposition dust exhaust system and empty dust bag on a regular basis or as the need may dictate. Effect repairs broken exhaust fan and supporting components. Develop or purchase safety signs or purchase and install safety posters to help increase safety information dissemination and student awareness. Repair all leaks and replace missing ceiling tiles. Institute machine guarding systems for dangerous machines, supported by appropriate safety warning systems, emergency stop switches and other necessary supporting safety devices. Secure MSDS/SDS for all chemical materials and supplies being used. Good workshop housekeeping practices should be incorporated and form part of workshop craftsmanship for students.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel, D&T Teacher and Students
18	Design & Technology Room - Lecture Room	Poor Ventilation and dust control, defective fire protection systems, Air Conditioning dirty and moldy	Improve ventilation and allow for natural air injection and cross ventilation into this space by routinely opening windows. Effect repairs to fire safety systems such as heat/smoke detectors. Service and clean all air conditioning units.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel, D&T Teacher and Department of Public Works
19	Room 135	Poor Housekeeping with moldy Air Conditioning System	Thoroughly clean room. Properly arrange all materials and supplies being stored. Clean and service all air conditioning system.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works

20	Education Therapy Room	Poor ventilation, maintenance and upkeep of Air Conditioning System, as well as, poor housekeeping	Improve ventilation and allow for natural air injection and cross ventilation into this space by routinely opening windows. Service and clean all air conditioning units.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
21	Guidance/Counselling Room/Room 204	Room is poorly cleaned. Air conditioning units are moldy and dirty.	Thoroughly clean room. Clean and service all air conditioning units.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
22	Elevator Room	Unsecured, inappropriate storage of materials and supplies	Thoroughly clean room. Remove all inappropriate materials being stored in this location. Nothing is to be stored in the elevator room. Elevator room is to be secured and must remain so. Only authorized personnel are permitted to enter this room - mainly service technicians, elevator inspectors or senior school administrators, Regulator Inspectors.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.	Immediate steps have already been taken by the Principal to secure the elevator room, as well as, to remove all inappropriate materials from the area	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
23	Gymnasium	Uneven walk surface at main entrance. Locker rooms/bathrooms/showers very dirty, unhygienic and unsanitary	Mark uneven surfaces with colour code painting, as well as, install appropriate sign to alert personnel to this area. Replace missing rubber mat to floor to help eliminate trips and slips. Clean, sanitize, disinfect and effect all necessary repairs to locker rooms/showers and bathroom areas. Alternatively, evaluated and determine the real need for the locker room/showers if not being used as intended	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.	See corresponding comments at 3	Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
24	Electrical Panel - West	Panel heavily corroded. Panel covers missing. Area has scent of mold with signs of water intrusion	Identify and correct all leaks and points of water intrusion. Routinely ventilate area or install grill or window at bottom of door to achieve ventilation. Clean panel and undertake all other necessary repairs.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
25	Room 314	Fire Extinguisher positioned too high. Cabinet are Moldy. Remains of dead/insect pests behind standing cabinets. Dirty windows, window sills and moldy/dusty baseboards. Moldy and dusty ceiling fans. Broken air conditioner unit with excess mold	Reposition fire extinguisher to lower level (approximately 2-3 feet above ground). Thoroughly clean room and cabinets, windows and window sills, along with baseboards. Clean ceiling fans and repair broken air conditioning unit. Routinely service air conditioning units on a quarterly basis but not less than twice early.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works

26	Room 315	Dust and moldy window sills. Improperly positioned fire extinguisher. Exposed electrical wires due to missing covers from conduits. Moldy air conditioner. Dusty chairs and other classroom furniture. Moldy notice board on outside wall of class room	Thoroughly clean room. Reposition fire extinguisher. Cover all junction boxes. Clean and service all air conditioners. Clean and vacuum all chairs and other supporting fabric furniture. Clean-up moldy notice board along corridor.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
27	Room 316	Signs of previous water intrusion (ceiling and behind white board). Bubbling wall paint and moldy walls. Water damaged cabinet, with rotten board; along with signs of termite infestation. Leaking ceiling with water marks in lighting shade/fixture. Dirty and moldy air conditioner unit.	Identify and correct all leaks and points of water intrusion. Scrap away bubbling paint - clean and sanitize walls and repaint. Remove and or repair damaged wall cupboards and treat other cabinets against termite infestation. Clean and routinely service air conditioning units. Routinely open windows to allow for cross ventilation and fresh air injection.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
28	Room 317	Improper positioning of fire extinguisher. Signs hanging from fire extinguisher. Broken moldy air conditioning unit. Dirty and dusty fan blades. Ceiling leaks, dirty windows and winder sills	Reposition fire extinguisher to lower level (approximately 2-3 feet above ground). Remove signs hanging from fire extinguisher. Thoroughly clean room and cabinets, windows and window sills, along with baseboards. Clean ceiling fans and repair broken air conditioning unit. Routinely service air conditioning units.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
29	Room 317A	Watermarked, moldy ceiling tiles with signs of active mold growth. Watermarks in lightig fixtures. Broken moldy air conditioner unit. Internal IT Room - signs of water leaks and missing ceiling tiles. No fire extinguisher	Thoroughly clean all spaces. Identify and repair all leaks. Replace all watermarked or otherwise damaged ceiling tiles, as well as, the two ceiling tiles in a 360 degree fashion from around the damaged or moldy ceiling tiles. Repair and or service air conditioning unit. Install fire extinguisher of appropriate size and type inside IT service room area.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
30	Room 318	Dirty dusty windows and window blinds. Dusty moldy couch. Overgrow and excessive vegetation immediately outside this room. Dirty and moldy air conditioning unit. Broke fire protection strobe light	Thoroughly clean all spaces. Clean and vacuum dirty, dusty moldy couch. Clean all windows and window sills. Cut back and remove all overgrowth vegetation. Effect repairs to broken fire protection system strobe light. Clean and service air conditioning unit.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works
31	Room 319	Dirty windows, windows sills and blinds. Use of varying types of air freshners/deoderizers. Dusty and mold computers (appears obsolete). Broken cupboard hinges/door and shelf. Remains of dead insect/pest in cupboard drawers. Floor partially carpeted.	Clean all windows, window sills and blinds. Immediately discontinue the use of various types of air freshners and deoderizers not approved for use. Clean and repair or otherwise dispose of computer equipment not functioning. Effect repairs to cupboards. Clean cupboards and treat same against insect/pest infestation. Remove and discard carpet.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works

32	Third Floor - Male & Female Bathrooms - East	<p>Poor clean - poor hygiene and sanitation: Filthy toilets. Exposed electrical wiring above main entrance door. Dirty windows. Moldy notice board along corridor. Termite droppings underneath sink. Poor ventilation. Broken and missing wall tiles. Moldy and disorganized custodian storage room. Mopping buckets left with dirty water with mop. Custodian supplies room unlocked. No sanitary napkin bins in female bathrooms.</p>	<p>Thoroughly clean, sanitize and disinfect all bathrooms and their internal surfaces. Special attention is required to be paid to the thoroughness and scope of cleaning of toilets. Repair electrical junction boxes or conduits above main bathroom door. Clean and clear all termite droppings from underneath sink. Repair/replace missing and broken wall tiles. Increase ventilation of bathrooms - open windows and doors. Discontinue the practice of leaving mop buckets with dirt waste water within storage spaces. Mops should be washed and left to air dry after use. Custodian supplies room adjacent to bathrooms must be kept locked to prevent unauthorized access to chemicals and supplies by students and other unauthorized personnel. Install female napkin bins within female bathrooms. All waste bins must be lined. Bins should be cleaned regularly.</p>	<p>Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.</p>		<p>Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works</p>
33	Room 328	<p>Fire extinguisher improperly positioned. Wet ceiling tiles and evidence of water leaks and intrusion. Broken lab sink stuffed with litter. Dirty Blinds, windows and window sills. Moldy air conditioning unit. Improperly positioned electrical wires in front of teacher's desk. Lab Store Room - Poor Housekeeping, improper chemical and supplies storage. Moldy cupboard drawers with insect/pest infestation</p>	<p>Reposition fire extinguisher. Replace wet, water marked and damaged ceiling tiles in the fashion previously stated. Effect repairs to broken lab sinks and clean out all litter stuffed in these locations. Clean windows, window sills and blinds. Clean and service air conditioning unit. Rearrange and properly route all electrical wires from front/side of teacher's desk to eliminate trip and fall hazards. Supplies in lab storage/prep room are improperly stored. Secure chemical and fire hazard/chemical hazard resistant cabinets for the proper storage of laboratory supplies. Secure MSDS/SDS sheets for all chemicals and supplies being used in the lab. Procure lab safety posters to increase safety information dissemination. Undertake thorough cleaning of all lab cupboards and storage spaces. Remove all excess materials and clutter. Treat cupboards and storage spaces against insect/pest infestation.</p>	<p>Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.</p>		<p>Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works</p>
34	Room 323	<p>General poor housekeeping. Dirty fume hoods. Signs of roach infestation - teenage roaches, dead roaches and other roach shedding/droppings. Leaking pipes - container with stagnant water underneath sink. Moldy air conditioning units. Broken ICT wall sockets. Improper positioning of fire extinguisher and fire equipment obstruction.</p>	<p>Thoroughly clean all spaces. Improve the storage and ordering of material and supplies. Treat area against insect/pest infestation. Repair plumbing leaks and remove container of stagnant water from inside cupboard. Clean and service all air conditioning Units. Repair broken ICT call socket and reposition fire extinguisher as previously suggested.</p>	<p>Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.</p>		<p>Head of School/Department of Education - Facilities Management Unit, along with Custodial Personnel and Department of Public Works</p>

35	Teachers' - Male & Female Bathroom - East	Urinal Plumbing pipes shows sign of algae growth. Waste bins are not lined. Dusty hand towel holder and soap dispensers. No sanitary napkin bins in female bathroom. Dusty bathroom exhaust vents	Clean, disinfect and sanitize bathrooms plumbing wares. Line all waste bins. Routinely clean hand towel holders and soap dispensers. Install sanitary napkin bins in female bathrooms. Clean all vents and internal surfaces of bathrooms.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit/Custodial Personnel.
36	IT Server Room & Electrical Panel Cabinet	Extremely poor housekeeping, maintenance and upkeep of this area. Exposed electrical wirings. Improper storage. Excess clutter. Area is dirty, musty and moldy.	Thoroughly clean all areas of this room, along with equipment installed. Repair all exposed wires. Remove excess clutter and unwanted and obsolete materials. Improve ventilation through fresh air injection to eliminate musty odour.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit/Custodial Personnel/IT Personnel.
37	East Stairwell Leading to Roof	Dirty and dusty with obvious signs of trash	Routinely clean stairwell/steps	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit/Custodial Personnel
38	Corridors	Spotted and grimy. Broken bench outside library door on corridor. Locker Bays - Clean lockers and underneath floor areas	Routinely power wash corridors to remove build-up dirt and grime; particularly along crevices and corners. Remove broken and obsoleted bench from in front of library door. Clean locker bay and lockers routinely - with emphasis on hard to reach spaces.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit/Custodial Personnel
39	Room 302	Watermarked ceiling tiles. Dirty cupboards. Dirty windows, window sills and blinds. Unguarded windows, without mesh. Broken hand towel dispenser. No hot water. Leaking pipes due to worn washers. Subrooms - 306/308/303/307 - Poor Ventilation due to no windows, no exhaust or inlet vents - moldy scent. Improper positioning of emergency gas shut-off.	Identify all leaks and effect necessary repairs. Clean cupboards, window blinds and sills. Install window guards/guardrails/grills for low rise windows to reduce the potential risks of students falling through these windows, as well as, install filtration mesh. Repair broken handtowel dispenser or procure and install new one. Effective repair to hotwater plumbing system or heater. Improve ventilation within all sub-internal rooms (306/308/303/307). Routinely open windowns to allow for the injection of fresh air and to facilitate natural air cross ventilation. Reposition and color code emergency gas shut-off valve.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.		Head of School/Department of Education - Facilities Management Unit/Custodial Personnel/Department of Public Works/Home and Family Life Teacher.

40	Cafeteria	Dining tables with improvised/unstable bases due to broken coaster wheels. Build-up of dust and particulate matter above notice board. Filthy microwave (dining area). No Fire Blanket in Kitchen area - leaking sinks, leading to waste water build-up and backflows (container underneath sink with stagnant waste water. No three-phase wash sinks. Heavily corroded deep freezer - freezer requires de-icing and cleaning. Counter food display - front glass missing with cracked side glass. Kitchen door not meshed. Several broken and obsolete pieces of equipment observed. Improper storage of cleaning supplies. Kitchen personnel inappropriately attired (no head covering, wearing flip-flops and socks. Food is prepared off-sight and transported to school. Dirty windows. Improper storage of cleaning utensils (brooms, mops; among others). Mop bucket left with dirty water and dirty mop inside kitchen. Obsolete cabinet left outside cafeteria.	Effect repairs to broken and damaged cafeteria dining room tables (coaster wheels). Thoroughly clean all dining room and kitchen surfaces. Clean microwave and remove broken one from kitchen. Procure and install fire blanket. Effective immediate repairs to leaking kitchen sink to prevent waste and washwater backflow into the sink and kitchen area. Remove container of stagnant waste water underneath sink. Install a three-phase utensils washing sink system inside kitchen. Deforst and repair mini-deep freezer inside kitchen or procure and install a new one. Repair food counter display unit. Install inner mesh door to main entrance to kitchen and windows. Discontinue the storage of cleaning supplies inside kitchen and designate proper storage location for same. Address the inappropriate attire of food service personnel. Clean/Repair or procure new stove exhaust system. Repair broken stove or procure and install new stove. Repair or procure new cooler. Discontinue the practice leaving mops and mop buckets with dirty water outside kitchen door. Wash mop and mop buckets and allow to air dry after every use. Remove obsolete cabinet being stored outside kitchen. Power wash external surfaces of all windows and doors.	Immediately or within 30 days - Where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same must be discussed and agreed by all parties concerned.	The findings related to the cafeteria are sufficient and serious enough to warrant the immediate the suspension of food services at the school. Immediate and deliberate actions are required to correct the serious breaches identified. These findings raises concerns about the safety, quality, hygiene and sanitation of the food being served, as well as the conditions under which same is being held until being served to the school population. It was reported that the food is not prepared at the school. This in and of itself, raises questions as to the necessary monitoring, checks and balance that are in place to track and manage the current arrangements to ensure the safety, quality and security of the food items from the point of preparation, during transport and actual arrival at the school.	Head of School/Department of Education/Food Service Provider
41	Water Tank	No locking device or other safety mechanism installed	The covering to the water tank is immediately required to be secured and kept accordingly - lock and bar must be installed to prevent students falling in, contamination and other potential untoward events	Immediately	The unsecure tank cover poses an immediate threat and risk to the safety of students and must be readily corrected without delay	
42	Room 222	Dirty, moldy air conditioning unit. Dusty/moldy couch. Improper cleaning	Clean and service air conditioning units. Improve cleaning and upkeep of the area. Clean couch or other remove and discard same.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department
43	Room 223	Fire Extinguisher not mounted. Poor cleaning - dead roaches and droppings.	Mount fire extinguisher as previously recommended. Thoroughly clean area and treat against insect/pest infestation.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel

44	Room 224	Improper alignment of electrical cords across white board. Dirty and moldy air conditioning unit. Dusty obsoleted computer equipment. Dirty window blinds and window sills. Dirty fraying carpet at entrance to class room. Exposed electrical wires above main door.	Re-route or otherwise properly safely align electrical wires and wiring away from infrot of white board. Clean and service all air conditioning units. Clean and properly stored or discard of computer equipment not in use. Clean window sills, blinds and windows as a whole. Effective repairs to exposed electrical wires above main entry door.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
45	Room 225	Broken and moldy air conditioning unit. IT room - poor housekeeping/poor sanitation and hygiene. Poor positioning of electrical grounding wires. No fire extinguisher in IT room. Fire extinguisher improperly positioned. Dirty Microwave. Dirty and cluttered cupboards.	Clean, repair and service all air conditioning units. Properly organize and appropriately store all items, materials and supplies inside the IT Room. Properly secure the grounding wires for the IT equipment. Clean and sanitize microwave. Dust and clean all cupboards. Treat storage areas against insect/pest infestation.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel and IT Personnel
46	Room 227	Dusty/moldy couch. Dirty air conditioning unit. Fire extinguisher not mounted.	Clean and vacuum couch. Clean and service all air conditioning units. Mout fire extinguisher as per previous recommendations.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
47	Room 228	Poor ergonomic chair being used by teacher. Dirty air conditioning unit. Dirty cupboards. Dusty white board. Dirty/dusty couch.	Procure proper ergonomic chair for teacher using this room. Clean and service all air conditioning units. Clean base of white board to remove excess dust and particulate matter.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
48	Male & Female Bathroom - M1 Block	Wet tissue/hand towel slurry plaster in ceilings. General poor hygiene and sanitation. Dirty pipe taps. Stench of urine and other unwanted odours. Broken soap dispenser. Broken and missing wall tiles. No hand towel in bathrooms.	Clean and remove all tissue and waset plastered to ceiling. Clean, disinfect and sanitize bathrooms to include pipe taps and other plumbing components (routinely dust and clean underneath sink and counter top areas). Service bathrooms at least twice daily to improve sanitation and hygiene, as well as, to monitor supplies such as handtowel and tissue to replenish accordingly. Repair and replace broken wall tiles. Ensure handtowels and tissue are adequately stocked in bathrooms consistently.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel

49	Custodial Storage Room	Waste water left in mop bucket with mop. Storage room not locked. Missing ceiling tiles with exposed electrical wiring.	Discontinue the practice of leaving mops and mop buckets with waste water in storage areas as previously advised. Keep custodial personnel storage areas locked to prevent potential unauthorized access to supplies and chemicals by students or other personnel. Identify and repair all leaks and replace missing ceiling tiles as previously recommended. Effect repairs to all exposed electrical wiring and components.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
50	IBM Lab	Dusty, dirty window blinds. Dirty cupboards and counter tops. Poor electrical arrangement of IT equipment cords. Moldy air conditioning units. Improper type of fire extinguisher	Clean all windows, sills and blinds. Thoroughly clean all counter tops and surfaces. Assess the layout and alignment of ICT equipment electrical cords and seek to safely align these to eliminate trip and slip hazards. Clean, service and effect repairs to air conditioning units. Remove incorrect type of fire extinguisher and install appropriate size and type units.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
51	Room 234	Poor electrical wiring and outlay of ITC electrical power cords.	Assess the layout and alignment of ICT equipment electrical cords and seek to safely align these to eliminate trip and slip hazards.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
52	Business Studies Lab	No air conditioning. Dirty unhygienic carpet. No fire extinguisher. Improper storage of paints	Install air conditioning unit within this area. Clean or remove and discard, dirty unhygienic carpet. Install fire extinguisher of appropriate size and type in this area. Remove all paints and prohibit the storing of such items within this space.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
53	Room 235	Moldy and dirty air conditioning units. Water damaged/marked ceiling tiles, indicative of roof leaks. Dirty window blinds and window sills. Missing ceiling tiles in some areas. Broken electrical sockets with exposed electrical wiring. Rotting dry wall with suspected molds.	Clean and service air conditioning units. Improve cleaning and upkeep of the area. Identify all leaks and effect repairs accordingly as was previously recommended. Clean all windows, blinds and sills. Repair broken electrical sockets and secure exposed wirings. Repair or replace damaged dry wall.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel

54	Room 252	Broken air conditioning unit. Dirty couch. Moldy air conditioning units and dusty fans.	Repair or discard broken air conditioning unit/install new one. Clean and vacuum dirty and dusty couch. Clean ceiling fans.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
55	Room 251	No air conditioning. Improper outlay and positioning of electrical wires. Poor housekeeping and improper storage.	Install air conditioning unit within this area. Rerun or realign electrical wiring. Improve storage and general housekeeping practices.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
56	Room 202	Fire extinguisher improperly positioned. Wet ceiling tiles and evidence of water leaks and intrusion. Dirty Blinds, windows and window sills. Moldy air conditioning unit. Unguarded windows, without insect screen.	Reposition fire extinguisher as was previously recommended. Identify all leaks and effect necessary repairs as was previously recommended. Replace damaged ceiling tiles in the manner previously prescribed. Clean windows, blinds and sills. Clean and service air conditioning units. Install window guards, as well as, insect screens.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
57	Room 205	Fire extinguisher improperly positioned. Broken and unserviced air conditioning unit with mold. Evidence of ants and other insect pest. Dirty windows, blinds and window sills. Excessively dusty IT equipment. Dirty refrigerator. Dusty/moldy fan blades. Dirty filing cabinet.	Reposition fire extinguisher as was previously recommended. Install new air conditioning unit and remove broken, dirty moldy one. Treat area against insect/pest infestation. Clean windows, blinds and sills. Clean/disinfect and sanitize refrigerator. Clean ceiling fans and filing cabinets.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
58	Male & Female Bathroom - Adjacent to Room 205	Poor cleaning, hygiene and sanitation. No hand towel in bathrooms. Dirty windows and window sills	Thoroughly clean/disinfect and sanitize all bathrooms. Ensure there is a consistent supply of handtowel and tissue within all bathrooms. Clean all windows and sills. Routinely open windows to allow for fresh air injection and natural cross air ventilation.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel

59	IT Server Room	Extremely poor housekeeping. Fire extinguisher not serviced. Moldy stench inside room from poor ventilation. Water damaged and missing ceiling tiles	Ensure fire all fire extinguishers are serviced on schedule (every six months). Improve housekeeping, hygiene and sanitation. Remove all excess materials and clutter from this space. Routinely ventilate room. Identify all leaks and effect necessary repairs as was previously recommended for all other spaces. Remove and replace ceiling tiles according to previous recommendations.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
60	Court Yard	Overgrown trees, excess leaves and other vegetative shedding and accumulation. Excess amount of water loving vegetation. Excess mold and algae growth. Bird dropping and associated stench. Partially clogged drains.	Cut down or cut back all overgrown trees and vegetation. Seek to replace the type of plants and vegetative cover to other appropriate types to help water and moisture retention in this area, as well as, to help control algae and mold growth. This will also disrupt the nesting/sleeping habitats of birds or pigeons evidenced by their various droppings and litter. Routinely clear clogged drains due to dead leaf dropping, particulate matter and soil run-off.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.	Seek assistance from the Parks Department to deal with tree and vegetation cut backs, as well as, for recommendations on other appropriate species of plant and vegetation best suited for the area.	Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel
61	Surrounding Outdoor Environments	Excess and overgrown vegetation; particularly behind school. Excess accumulation of dead plant materials and other vegetative matter. Air conditioning units positioned on ground, some non-functional.	Cut back and routinely prune vegetation and trees to the immediate back perimeter of the school. Remove excess dead and decaying vegetative matter to help control with the specific species of mold identified through the air quality assessment that was undertaken by IAQS Limited. Relocate air conditioning units to higher ground from ground level areas - ideally, air conditioning units should be roof base or as high as possible and way from the dense vegetation of the area and the mold back perimeter walls.	Immediately or within 30 days - where actions cannot be undertaken immediately or within 30 days; an agreed proactive schedule to achieve same as soon as possible must be discussed and agreed to by all parties.		Head of School/Department of Education/Works and Engineering Department/Works and Engineering Department/Custodian Personnel