

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

Page 1 of 15

**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL
Regular	X	INSPECTION TIME	OWNER/OPERATOR
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION
Complaint		TRAVEL TIME	LOCATION
Investigation		Hr. Min.	YIGO, GUAM
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired
			ESTAB. TYPE SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
	<p>A regular inspection was conducted on October 5, 6, and 8, 2015 based on a complaint of unsanitary conditions. The previous inspection was conducted on 12/2/13 resulting in ten demerits and an "A" grade. The school was given the opportunity to correct violations on-site (COS), particularly those deemed critical. The following violations were observed on these dates:</p> <p><b>GROUND: SECTION V</b></p> <p><b>10/06/15</b></p> <p><b>Graded and Sloped:</b> The following areas were observed to have standing water that was not being properly drained and/or ground areas that were not properly graded and sloped:</p> <p>1) Grounds were not properly sloped and graded outside Room 307 (COS 10/12/15), Room 319, and Room 320 (COS 10/12/15); 2) Standing water that was not being drained was observed in the following locations: a) Girl's Locker Room (COS 10/12/15); b) Outside Boy's Restroom (Butler); c) Area between the Science Wing and the Main Building; d) Room 304; and e) Area outside of Room 315.</p> <p><i>The school site shall be evenly graded and sloped in order to provide adequate surface drainage.</i></p>	DATE  4 11/27/15
5		
7	<p><b>10/05/15</b></p> <p><b>Premises:</b> The premises was found to have inadequate vector control.</p> <p>1) Observed evidence of nesting and harboring of rodents in storage room between Room 103 and Room 105.</p> <p><i>An Integrated Pest Management program shall be implemented in order to identify, control, and minimize sources of food, water, and shelter which is attracting rodents and insects to the premises. The school site shall be free of potential sources of insect and rodent harborage and breeding sites.</i></p> <p><b>10/06/15</b></p> <p><b>Insect and Vector Control:</b> The premises was found to have inadequate insect and vector control.</p> <p>1) Termites were observed in Storage Room C next to Exit 10; 2) Rat urine odor was prevalent in Room 118 of the Carpentry Shop's second floor; and 3) Cockroaches were observed in the light ballast in Room 440.</p> <p><i>An Integrated Pest Management program should be implemented in order to identify, control, and minimize insects and vectors throughout the facility. The school site should practice good sanitation standards to eliminate food, water, and sources of shelter to be free of potential sources of insect and rodent harborage and breeding sites.</i></p>	4 COS 10/9/15  4 COS 10/9/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)

DEH INSPECTOR (Name and Title)

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(01), (02), (23), (27), (31).

10/05/15: Katherine Duenas, EPHO I; Evan Lum, EPHO I; Claire Baradi, EPHO III  
10/06/15: Evan Lum, EPHO I, Duane Dominguez, EPHO I, Claire Baradi, EPHO III,  
Katherine Del Mundo, EPHO III  
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8	<p>(Continuation)</p> <p>10/06/15</p> <p><b>Grounds:</b> The school grounds were observed with rubbish and overgrown vegetation, and was not being properly maintained:</p> <p>1) Old plywood and chairs were stacked outside near the following rooms: Room 307 (COS 10/12/15), Room 318 (COS 10/12/15), and Rooms 319 and 320 (COS 10/12/15); 2) Overgrown vegetation was found throughout the school grounds (COS 10/13/15).</p> <p><b>School grounds shall be kept clean, free of rubbish and overgrown vegetation and shall be reasonably level to prevent any injury.</b></p>	2 COS 10/13/15
9	<p>10/06/15</p> <p><b>Reems:</b> Several classrooms was observed to exceed recommended capacity and appeared overcrowded based on the total count of desks in the following rooms: 1) Room 220 (no students in room) (COS 10/13/15); and 2) Room 301 based on the total count of students (COS 10/9/15).</p> <p><b>Classroom areas shall be of sufficient size to provide at least 18-20 square feet of space per child in high schools.</b></p>	2 COS 10/13/15
10	<p>10/05/15</p> <p><b>Rooms:</b> The following classrooms were not cleaned, and maintained in an orderly manner:</p> <p>1) Rooms 206, 209, 213, and 214.</p> <p><b>All classrooms shall be kept clean and orderly and provided with approved waste receptacles.</b></p>	2 COS 10/13/15
12	<p>10/05/15</p> <p><b>Floors:</b> The following floors were observed to be in disrepair:</p> <p>1) Tiles were not grouted and were missing because of an on-going project by the School Carpentry Class in the Library (COS 10/13/15) and 2) Floor tiles were missing in Rooms 208 and 209 (COS 10/13/15), and Room 210.</p> <p><b>All floors shall be in good repair, kept clean, and properly maintained.</b></p> <p>10/06/15</p> <p><b>Floors:</b> The following floors were not in good repair:</p> <p>1) Floor tiles were missing under the sink in Boy's Locker Room (COS 10/12/15); 2) The center floor was not stable in Room 308; and 3) Floor tiles were missing in the corner of Room 402.</p> <p><b>All floors shall be in maintained in good repair, kept clean, and properly maintained.</b></p> <p>10/08/16</p> <p><b>Floors:</b> The following floors were observed to be in disrepair:</p> <p>The floor tiles were damaged and cracked in the hall leading to the Boy's Restroom near Room 108 (COS 10/12/15).</p> <p><b>All floors shall be in good repair, kept clean, and properly maintained.</b></p>	2 11/27/15

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	(Continuation)	DATE
13	<p><b>10/05/16</b>  <b>Walls and Ceilings:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, or kept clean:</p> <p>1) Rooms 106, 107, 108 (ceiling leaks as per teacher), 109, 111, 112, 113, 114, 201, 202, 203, 204, 205, 208, 211, 212, 214 (<del>COS 10/13/16</del>), 227 (<del>COS 10/13/16</del>), 228, and Girls Restroom 3 (next to 211).  <b>All walls and ceilings shall be in good repair, kept clean, light in color, and properly maintained.</b></p> <p><b>10/06/15</b>  <b>Walls and Ceilings:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, and/or kept clean:</p> <p>1) Rooms 117, 216, 221, 225, 226, 228, 229, 231, 301, 302, 303, 311, 313, 314, 316, 318, 401, 404, 407, 409, ELA Book Room; Social Studies Book Room 2; and Boy's Restroom in the Science Building; 2) Spalling (i.e., broken fragments) of concrete in the ceiling of Room 117; 3) Hole in the wall outside of Room 302; 4) Metal bolt was loose near the door of Room 312; 5) Fascia and soffit (i.e., wooden boards on ceiling rafters) were deteriorated outside of Room 305; 6) Walls were not light in color in Room 316; 7) There was a hole in the ceiling of Room 318; 8) Paint was peeling inside and outside of the school building, not limited to, Rooms 223, 305, 306, 319, and 405; Gym; and Science Building; 9) There was a sharp wooden board on the wall at the hallway near the Gym (<del>COS 10/13/16</del>); and 10) Mold was present in the following rooms: a) Social Studies Book Room 2; b) Rooms 228; 313; 311; 316; 401; 406; 409; Science Book Room; and c) Electrical Storage Room near Rooms 405 and 406.  <b>All walls and ceilings shall be kept in good repair, clean, light in color, and properly maintained.</b></p> <p><b>10/08/15</b>  <b>Walls and Ceilings:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, or kept clean:</p> <p>1) Automotive Classroom, Tech Room right of the Principal's Office, Vice Principal Finona's Room, Vice Principal Fejeran's Room, Men's Staff Restroom across Vice Principal Fejeran's Room, Main Hallway next to CRT Office, Room 119, Lounge in the Library, Computer Lab in the Library, Room 102, Boy's Restroom in the Cafeteria, Girl's Restroom in the Cafeteria, and the ROTC Armory Storage Room; 2) The ceiling was leaking from the skylight above the Cafeteria Stage Area; 3) Calcium build-up was found on the ceiling in the ROTC Office; 4) Paint was peeling on the ceiling in the Vice Principal's Room across the Business Administration Room, Women's Staff Restroom, and in Boy's Restroom next to Room 108; and 5) Mold was seen in the Automotive Classroom and ROTC Armory Storage Room.  <b>All walls and ceilings shall be in good repair, kept clean, light in color, and properly maintained.</b></p>	2 11/27/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

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14	<p>(Continuation)</p> <p><b>10/05/15</b> Doors: The following doors and/or self closing devices were in disrepair or self closing devices were not provided: 1) The self closing device was in disrepair at the door in Room 201 (COS 10/13/15); 2) Observed a screw sticking out on top of the door adjacent to the stairs in Room 118 of the Carpentry Shop (COS 10/13/15); and 3) Observed a hole at the bottom of the door in Room 100A (COS 10/13/15). <b>All doors and self-closing devices shall be kept in good repair and maintained.</b></p> <p><b>10/06/15</b> Doors: The following doors and/or self closing devices were in disrepair or self closing devices were not provided: 1) Rooms 231 (COS 10/13/15); Exit 10; Rooms 306 (COS 10/12/15), 308, and 315; 2) Observed a screw sticking out at the top of door to stairs in Shop 118 (COS 10/13/15); 3) Observed a door with rust at Room 405; 4) Observed a door with rough edges in Rooms 309 (COS 10/13/15) and 402; and 5) Observed outer openings: At the door leading to the outside at Exit 10; Gym (COS 10/13/15); Rooms 118; 304 (COS 10/13/15); 311 (COS 10/13/15); 306 (COS 10/13/15); 401 (COS 10/13/15); 402 (COS 10/13/15); 407 (COS 10/13/15); 408 (COS 10/13/15); 409 (COS 10/13/15); 410 (COS 10/13/15); 411 (COS 10/13/15); and Storage Room next to Rooms 406 and 406 (COS 10/13/15). <b>All doors and self-closing devices shall be kept in good repair and maintained.</b></p> <p><b>10/08/15</b> Doors: The following doors and/or self closing devices were in disrepair or self-closing devices were not provided: 1) Boy's Restroom in Automotive Shop (COS 10/12/15), and Girl's Restroom in Automotive Shop; (COS 10/12/15); 2) A hole was present at the bottom of door in Room 100A (COS 10/13/15); and 3) Outer openings were noted at the door leading to the outside at the rear stage door in the Cafeteria (COS 10/13/15). <b>All doors and self-closing devices shall be kept in good repair and maintained.</b></p>	<p>DATE 11/27/15</p>
15	<p><b>10/06/15</b> Windows: The following windows or window screens were in disrepair and/or screens were not provided: 1) Plexiglas was unsecured at the stairs near Room 220; 2) Window jambs were broken at Rooms 308 and 313; 3) Plexiglas was missing in Room 306; 4) Screens were not provided in Room 310 (A/C was not working); 6) Window louvers were missing in the Gym; and 6) Broken window screen was found at the Boy's Restroom at the Science Building. <b>All windows shall be kept clean, good repair, and maintained.</b></p>	<p>2 COS 10/12/15</p>

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16	<p><b>10/05/15</b>  <b>Classroom Equipment:</b> The following classroom equipment was observed to be in disrepair:            1) The projector screen contained a metal object that was protruding thereby posing a laceration and safety hazard in Room 227.  <i>All classroom equipment shall be in good repair to ensure the safety of the students and faculty.</i></p>	2—COS-10/08/15
	<p><b>10/06/15</b>  <b>Classroom Equipment:</b> Observed classroom equipment in disrepair in the following rooms:—            1) Pencil sharpener was hanging in Room 302 (COS-10/9/15); and 2) Metal book shelf was broken in Room 313 (COS-10/9/15).  <i>All classroom equipment shall be kept clean and in good repair to ensure safety of the students and faculty.</i></p>	2—COS-10/9/15
17	<p><b>10/06/15</b>  <b>Seating:</b> Student desks were in disrepair:            1) Rooms 231, 309, and 312.  <i>All individual seating units/desks shall be in good repair and maintained in order to provide students with comfortable seating and convenient writing without undue strain.</i></p>	2—COS-10/12/15
18	<p><b>10/05/15</b>  <b>Maintenance and Housekeeping:</b> Observed inadequate storage of maintenance and instructional equipment (i.e., desks and bookshelves) in the following areas: 1) Library; 2) Hallway adjacent to the Girls Restroom 3 and Room 211; and 3) Room 214.  <i>There shall be sufficient space for the storage of outdoor clothing raincoats, maintenance equipment, ground equipment, and instructional equipment to prevent cluttering of classrooms, walkways, or other areas.</i></p>	2—COS-10/13/15
	<p><b>10/06/15</b>  <b>Maintenance and Housekeeping:</b> Inadequate storage of maintenance and instructional equipment was observed in Rooms 306, 312, 406, and 411.  <i>There shall be sufficient space for the storage of maintenance equipment, ground equipment, and instructional equipment to prevent the cluttering of classrooms, walkways, or other areas.</i></p>	2—COS-10/13/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

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19	<p>(Continuation)</p> <p><b>10/05/15</b>  <b>Facility, Maintenance, and Housekeeping:</b> The following areas within the facility were not in good repair and/or maintained:            1) Exposed wires were observed in the Library and in Rooms 116, 207, and 212; 2) Observed exposed bare/unsealed wood in the Library; Room 111; and outside Room 208; 3) Exit sign was not properly used in Room 104 and the exit door was blocked with student desk; 4) Observed hazardous materials not stored properly in Rooms 206 and 242 (<del>COS 10/6/15</del>); and 5) Observed extension cords and internet lines across the floors in Rooms 103, 105, 110, and 206.  <b>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</b></p> <p><b>10/06/15</b>  <b>Facility, Maintenance, and Housekeeping:</b> The following areas within the facility were not being maintained in good repair:            1) Exposed wires in the electrical panel was observed: At Storage Room C near Exit 10, <del>Outside Room 312, Room 406 (COS 10/13/15)</del>, and Electrical Storage Room near Rooms 405 and 406; 2) Observed outdoor trip hazard: Metal sheets covering a concrete hole was not secured: outside Room 312, side of Room 310, and Room 306; 3) Concrete hole was open and not covered next to A/C Unit outside Room 311; 4) Cracked PVC pipe with sharp edges was exposed on the ground outside Rooms 310 and 311; <del>5) Handrail was missing on steps to Room 300 (COS 10/12/15)</del>; 6) Awning was in disrepair at Room 320; 7) Sharp edges were observed on the cabinets in Rooms 404 and 412; 8) Old A/C brackets inside Rooms 401 and 402; and 9) Exposed bare wood was unsealed: At the door at Room 307; <del>Windows in Gym (COS 10/12/15)</del>; Rooms: 216, 117, 305, 311, 315, 319, 402, 410, and 412; and the Boy's Restroom Science Building; 10) Observed hazardous materials not stored properly in Rooms 118 and 320; and 11) Observed extension cords and internet lines lying across the floors in Rooms 221 and 228.  <b>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</b></p> <p><b>10/08/15</b>  <b>Facility, Maintenance, and Housekeeping:</b> The following area within the facility was not in good repair and/or maintained:            1) Exposed wire was seen from the wall outlet in the Automotive Shop.  <b>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</b></p>	<p>DATE 11/27/15</p>

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21	<p>(Continuation)</p> <p><b>VENTILATION: SECTION VII</b></p> <p><b>10/05/15</b>  <b>Ventilation:</b> The following rooms were observed to have their mechanical ventilation systems either in disrepair, not cleaned, and/or not provided:</p> <p>1) Observed dusty or covered diffusers, missing diffusers, or dirty air conditioning vents in the Library; Rooms 106, 112, 113, 114, 115, 116, 206, 207, 208, 210, 219; Nurse's Office; Hallway to Room 106; and the Counselor's Office; and 2) No air conditioning was provided in the following rooms: Counselor's storage room (not typically accessed) temperature taken: 75.7°F; Room 201 (76.2°F, %RH 63.5); Room 203 (77.5°F, %RH 63.5); the air condition unit was turned off in Room 205 (77.7°F, %RH 71.3); and Room 212 (72.5°F, %RH 65.4).</p> <p><i>Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students. When mechanical ventilation is provided, it shall be kept clean and in good repair.</i></p> <p><b>10/06/15</b>  <b>Ventilation:</b> The following rooms were observed to have mechanical ventilation systems in disrepair, not cleaned, and/or were not provided:</p> <p>1) Dusty or covered diffusers, missing diffusers, and/or dirty air conditioning vents were observed in Rooms 117, 216, 217, 221, and 222; 2) Direct airflow was being channeled to students in Rooms 221 and 401; 3) Air handler was either turned off or not working in Room 121 (there were students in the room; %RH 79.1, 85.0°F); 4) A/C was not working in Room 304 (students in class were conducting presentations; %RH 78.1, 85.0°F); 5) Two A/C units were not working in Room 310 (students were present in the class; %RH 81.0, 81.1°F), and two fans were being utilized. As per teacher of Room 310, A/C units have been out for 3 weeks.</p> <p><i>Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students. When mechanical ventilation is provided, it shall be kept clean and in good repair.</i></p>	<p>DATE 11/27/15</p>

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)

DEP INSPECTOR (Name and Title)

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 10/06/15: Evan Lum, EPHO I; Duane Dominguez, EPHO I; Claire Baradi, EPHO III,  
 Katherine Del Mundo, EPHO III  
 10/08/15: Katherine Duenas, EPHO I, Duane Dominguez EPHO I



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL	
Regular	X	INSPECTION TIME	OWNER/OPERATOR	
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION	
Complaint		TRAVEL TIME	LOCATION	
Investigation		Hr. Min.	YIGO, GUAM	
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE SCHOOL BUILDING

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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
	10/08/15 Ventilation: The following rooms were observed to have their mechanical ventilation systems either in disrepair, not cleaned, and/or were not provided:  1) Dusty or covered diffusers, missing diffusers, or dirty air conditioning vents were observed: In the room outside Business Administration; Tech Room adjacent to the Principal's Office; Women's Staff Restroom across Vice Principal Fejeran's Room; Room 119; Staff Office in the Library; the Lounge in the Library; the Computer Lab in the Library; and the Storage Room in the Lounge.  <i>Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students. When mechanical ventilation is provided, it shall be kept clean and in good repair.</i>	
22	10/05/15: Objectionable odors: The following room was observed to have a musty and moldy smell. 1) Room 205 <i>All rooms, areas, and equipment from which contaminated aerosols, obnoxious odors, or noxious fumes or vapor may originate shall be effectively vented to the outside air.</i>	2 11/27/15
	10/06/15: Objectionable odors: The following room was observed to have a musty and moldy smell. 1) Boy's Locker Room (COS 10/12/15), Room 302, Room 316, and Science Book Rooms 405 and 406.  <i>All rooms, areas, and equipment, from which contaminated aerosols, obnoxious odors, or noxious fumes, or vapor may originate shall be effectively vented to the outside air.</i>	
23	<b>LIGHTING: SECTION VIII</b> 10/05/15: Lighting: The following rooms were observed to have lighting fixtures in disrepair: 1) Rooms 106, 114 and 243 (COS 10/13/15). <i>When adequate natural light is not available, artificial light shall be provided to promote a comfortable visual environment. All light fixtures shall be kept in good repair and maintained.</i>	2 11/27/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

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10/06/15: Evan Lum, EPHO I; Duane Dominguez, EPHO I; Claire Baradi, EPHO III,  
Katherine Del Mundo, EPHO III  
10/08/15: Katherine Duenas, EPHO I, Duane Dominguez EPHO I

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Dominguez

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL
Regular	<b>X</b>	INSPECTION TIME	OWNER/OPERATOR
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION
Complaint		TRAVEL TIME	LOCATION
Investigation		Hr. Min.	YIGO, GUAM
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired
			ESTAB. TYPE SCHOOL BUILDING

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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
	<b>10/06/15:</b> <b>Lighting:</b> The following rooms were observed to have lighting fixtures in disrepair: 1) No light shield at entrance to Room 117/118; 2) Inadequate lighting and broken light shields in Room 118 (0 and 0.4 Foot Candle); 3) Light bulb not working and light panel hanging down in Room 121; 4) Light panels dirty in Room 231; 5) Light not working in Storage Room C near Exit 10 (0 Foot Candle); 6) Inadequate lighting in Boy's Restroom Butler (0.6 and 7.7 Foot Candles); 7) Lights not working in Room 304 (13.9 Foot Candles); 8) One light ballast not working in Room 311; 9) 1 light flickering in Room 315; (60.9 Foot Candles); 10) No light in Electrical Room (1.2 Foot Candles); and 11) Inadequate lighting in Storage Room 405/406- (16.9 Foot Candles) (COS 10/13/15).  <i>When adequate natural light is not available, artificial light shall be provided to promote a comfortable visual environment. All light fixtures shall be kept in good repair and maintained. Minimum acceptable levels for school lighting in the following areas shall be:</i> <b>Lecture rooms, study halls, laboratories, offices, libraries, art rooms, and electronic and machine shops-30 foot candles.</b> <b>Classrooms for partially seeing children and those who lip read – 50 foot candles.</b> <b>Reception rooms, gymnasiums, and all swimming pools – 20 foot candles.</b> <b>Auditoriums, cafeterias, locker rooms, corridors and stairways – 10 foot candles.</b>	
	<b>10/08/15:</b> <b>Lighting:</b> The following rooms were observed to have lighting fixtures in disrepair: 1) Two light bulbs were not working in the Tech Room; 2) Three light bulbs were not working in Men's Staff Restroom; 3) Two light bulbs were not working Women's Staff Restroom; 4) Four light bulbs were not working in the Automotive Shop (21.0 Foot Candles); 5) One light bulb was not working in Girl's Restroom in the Cafeteria; 6) Six light bulbs were not working at stage area in the Cafeteria; and 7) One light bulb was not working in the ROTC Armory Room.  <i>When adequate natural light is not available, artificial light shall be provided to promote a comfortable visual environment. All light fixtures shall be kept in good repair and maintained. Minimum acceptable levels for school lighting in the following areas shall be:</i> <b>Lecture rooms, study halls, laboratories, offices, libraries, art rooms, and electronic and machine shops-30 foot candles.</b> <b>Classrooms for partially seeing children and those who lip read – 50 foot candles.</b> <b>Reception rooms, gymnasiums, and all swimming pools – 20 foot candles.</b> <b>Auditoriums, cafeterias, locker rooms, corridors and stairways – 10 foot candles.</b>	

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DEH INSPECTOR (Name and Title)

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 10/06/15: Evan Lum, EPHO I; Duane Dominguez, EPHO I; Claire Baradi, EPHO III,  
 Katherine Del Mundo, EPHO III  
 10/08/15: Katherine Duenas, EPHO I, Duane Dominguez EPHO I

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DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH

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20/B

SCHOOL BUILDING INSPECTION REPORT

REASON	INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL
Regular	X	INSPECTION TIME
Follow-up		OWNER/OPERATOR
Complaint		DEPARTMENT OF EDUCATION
Investigation		TRAVEL TIME
Other (Specify)		LOCATION
		YIGO, GUAM
	SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired
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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
26	<p><b>WATER SUPPLY: SECTION X</b></p> <p>10/05/15: Water Fountains: The following water fountain was observed to be in disrepair: 1) The water fountain located outside of the Choir Room was observed to be clogged and the mouth-guard was misaligned (COS 10/9/15). <del>Drinking fountains shall be provided in the ratio of one per each 75 students. The school water supply system shall be in a good working order at all times so as to adequately supply the water demand of the school for the proper hydration of students and faculty.</del></p> <p>10/05/15: Water Fountains: The following water fountain was observed to be in disrepair: 1) The water fountain located outside of the Automotive Shop had no cover and had mold on the filter. <del>Drinking fountains shall be provided in the ratio of one per each 75 students. The school water supply system shall be in a good working order at all times so as to adequately supply the water demand of the school for proper hydration of students and faculty.</del></p>	4—COS 10/12/16
27	<p>10/06/15: Cross-Connection/Back Siphonage: The following faucet fixtures were observed with no vacuum breakers: 1) Faucet fixtures in Room 317 in Room 317 and the outside faucets throughout the facility had no vacuum breakers. <del>Any water outlet with a threaded, serrated or quick coupling nozzle, shall be provided with a vacuum breaker. All water outlets shall be protected from back flow either by air gap or back flow prevention devices. There shall be no existing or potential cross-connection or back-siphonage problems anywhere in the school building or its premises.</del></p>	4—COS 10/12/16
29	<p><b>HANDWASHING FACILITIES: SECTION XI</b></p> <p>10/05/15: Handwashing Facilities: The following hand-washing facilities were not maintained: 1) Boy's Restroom 1 located near Room 106; and 2) Boy's Restroom near Room 202. <del>All handwashing facilities shall be kept in good repair, clean, and maintained with the required soap, running water, sanitary paper towel and its dispenser. Handwashing with soap and running water is important for removing pathogens that may be present on the hands. Sanitary paper towel must be dispensed from a dispenser to prevent its cross-contamination. All hand-washing facilities shall be adequate in size and number to serve the total population of the school based on the ratio for secondary schools of at least one (1) lavatory for every 100 students.</del></p>	6—COS 10/9/15 4—COS 10/13/16

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

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DEH INSPECTOR (Name and Title)

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Katherine Del Mundo, EPHO III  
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DIVISION OF ENVIRONMENTAL HEALTH

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SCHOOL BUILDING INSPECTION REPORT

REASON	INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL
Regular	X	INSPECTION TIME
Follow-up		OWNER/OPERATOR
Complaint		DEPARTMENT OF EDUCATION
Investigation		TRAVEL TIME
Other (Specify)		LOCATION
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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
	10/06/15: Handwashing Facilities: The following hand-washing facilities were in disrepair and not maintained: 1) Handwash sink blocked and no paper towel provided in 302/303 DECA (COS 10/13/15); 2) Observed paint in one sink in Girl's Restroom Science Building; 3) No soap provided in Girl's Restroom-2 near front stairs; 4) 2 sinks not working in Girl's Locker Room (COS 10/6/15).	4 COS 10/13/15
	<del>All handwashing facilities shall be kept in good repair, clean, and maintained with the required soap, running water, sanitary paper towel and its dispenser. Handwashing with soap and running water is important for removing pathogens that may be present on the hands. Sanitary paper towel must be dispensed from a dispenser to prevent its cross-contamination. All hand-washing facilities shall be adequate in size and number to serve the total population of the school based on the ratio for secondary schools of at least one (1) lavatory for every 100 students.</del>	
	10/08/15: Handwashing Facilities: The following hand-washing facilities were in disrepair and not maintained: 1) The soap dispenser in the Boy's Restroom near Room 108 was in disrepair, and 2) There was no paper towels provided in the Boy's Restroom in the Automotive Shop. <del>All handwashing facilities shall be kept in good repair, clean, and maintained with the required soap, running water, sanitary paper towel and its dispenser. Handwashing with soap and running water is important for removing pathogens that may be present on the hands. Sanitary paper towel must be dispensed from a dispenser to prevent its cross-contamination. All hand-washing facilities shall be adequate in size and number to serve the total population of the school based on the ratio for secondary schools of at least one (1) lavatory for every 100 students.</del>	4 COS 10/13/15
30	SHOWERS: SECTION XII 10/05/15: Showers: The shower facilities were not maintained. 1) The shower stall in the Nurse's Office was used as a storage area containing unnecessary articles and was not easily accessible. <del>Shower and locker rooms shall be kept clean, maintained, and well ventilated. The lockers, showerheads and floors shall be kept in good repair. There shall be a minimum of one showerhead for each four (4) girls and one showerhead for each five (5) boys based upon maximum demand in any one period.</del>	4 COS 10/12/15

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**20/B**

# SCHOOL BUILDING INSPECTION REPORT

REASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL	
Regular	X	INSPECTION TIME	OWNER/OPERATOR	
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION	
Complaint		TRAVEL TIME	LOCATION	
Investigation		Hr. Min.	YIGO, GUAM	
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE SCHOOL BUILDING

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[illegible]

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DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
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20/B

SCHOOL BUILDING INSPECTION REPORT

REASON	INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL
Regular	X	INSPECTION TIME
Follow-up		OWNER/OPERATOR
Complaint		DEPARTMENT OF EDUCATION
Investigation		LOCATION
Other (Specify)		YIGO, GUAM
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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
	<p><b>10/06/15:</b></p> <p><b>Toilet Facilities:</b> The following toilet facilities were observed to be either in disrepair, overflowing/clogged, unsanitary, not properly maintained. Toilet tissues were not provided.</p> <p>1) Two water closets were not working and two did not have toilet tissue in the Girl's Restroom 2 (COS 10/12/15); 2) One water closet was not functioning properly in the Girl's Locker Room (COS 10/12/15); 3) One urinal (3rd urinal from the sink) was found overflowing/clogged in the Boy's Butler Restroom (COS 10/12/15); and 4) The Girl's Butler Restroom was not cleaned (COS 10/12/15), one water closet was not flushing properly, and one water closet had no toilet tissue.</p> <p><b>All toilet facilities shall be kept in good repair, clean, free from foul odor, and supplied with toilet tissue at all times. Students experiencing diarrhea from food-borne illness, gastroenteritis, or other intestinal disease may not have sufficient time to obtain toilet tissue which can lead to adverse health and sanitation issues, not to mention embarrassment. Toilet tissue must be stored and dispensed in a place &amp; manner to prevent its contamination.</b></p> <p><b>The minimum number of toilet fixtures required for secondary schools:-</b></p> <p><b>Girls' water closets— one for each 35 females;</b></p> <p><b>Boys' water closets— one for each 100 male;</b></p> <p><b>Boys' urinals— one for each 30 males.</b></p>	6—COS 10/13/15
31	<p><b>10/08/15:</b></p> <p><b>Toilet Facilities:</b> Toilet facilities were observed to be either in disrepair, overflowing/clogged, unsanitary, not properly maintained. Toilet tissues were not provided.</p> <p>Observed the Boys Restroom near Room 108 observed to be dirty and unsanitary (COS 10/12/15).</p> <p><b>All toilet facilities shall be kept in good repair, clean, free from foul odor, and supplied with toilet tissue at all times. Students experiencing diarrhea from food-borne illness, gastroenteritis, or other intestinal disease may not have sufficient time to obtain toilet tissue which can lead to adverse health and sanitation issues, not to mention embarrassment. Toilet tissue must be stored and dispensed in a place &amp; manner to prevent its contamination.</b></p> <p><b>The minimum number of toilet fixtures required for secondary schools:-</b></p> <p><b>Girls' water closets— one for each 35 females;</b></p> <p><b>Boys' water closets— one for each 100 male;</b></p> <p><b>Boys' urinals— one for each 30 males.</b></p>	6—COS 10/13/15

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20/B

SCHOOL BUILDING INSPECTION REPORT

REASON	INSPECTION DATE	ESTABLISHMENT NAME
Regular	10/05/15, 10/06/15, 10/08/15	SIMON SANCHEZ HIGH SCHOOL
Follow-up	INSPECTION TIME	OWNER/OPERATOR
Complaint	Hr. Min.	DEPARTMENT OF EDUCATION
Investigation	TRAVEL TIME	LOCATION
Other (Specify)	Hr. Min.	YIGO, GUAM
	SANITARY PERMIT NO.	PERMIT CATEGORY STATUS (Circle One)
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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
32	<b>GARBAGE AND REFUSE DISPOSAL: SECTION XIV</b> 10/06/15: <del>Outside Garbage Storage Area: Refuse and garbage was observed to be improperly stored or did not have adequate coverage.</del> 1) Numerous bags of recycled cans were improperly stored outside the Science Building. Trash containers throughout school grounds did not have tight fitting lids. <del>Every school shall provide an adequate number of garbage and trash containers with tight fitting lids which shall be located at a place suitable for their use. Garbage, trash, and other solid wastes shall be disposed of regularly.</del>	4—COS 10/12/15
33	10/06/15: <del>Outside Garbage Storage Area: Commercial garbage receptacles were observed to not be in adequate enclosures or proper locations.</del> 1) Commercial garbage receptacles were stored directly on the grass near an open field. <del>Trash cans or barrels shall be elevated to at least 18 inches from the ground surface and the areas around the containers shall be kept clean so as not to serve as harborage for vermin. Bulk refuse containers shall be located on impervious asphalt or concrete surfaces sloped to drain into an approved sewage disposal system.</del>	2—COS 10/12/15
36	<b>SAFETY: SECTION XVI</b> 10/05/15: <del>Fire Extinguishers: Fire extinguishers were observed to be either missing, improperly stored (e.g., directly on the floor), and/or not properly mounted in the following rooms:</del> 1) Rooms 114, 202, 206, and 213. <del>Fire extinguishers shall be provided and installed properly as required by the Guam Fire Department.</del>	4—COS 10/12/15
	10/06/15: <del>Fire Extinguishers: Fire extinguishers were observed to be either missing, improperly stored (e.g., directly on the floor), and/or not properly mounted in the following rooms:</del> 1) Rooms 246, 246, 226, 231, and 308. <del>Fire extinguishers shall be provided and installed properly as required by the Guam Fire Department.</del>	4—COS 10/12/15
	Photographs were taken of violations and observations.	
	Simon A. Sanchez High School representatives and GDOE personnel were briefed on the preliminary inspection findings on October 5, 2015.	
	A regular inspection was conducted on October 5, 6, and 8, 2015. A preliminary total of 72 demerits were cited; however, 52 demerits were corrected. As a result of this inspection, the above violations were cited with a total of 20 demerits.	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

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# SCHOOL BUILDING INSPECTION REPORT

REASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL	
Regular	X	INSPECTION TIME	OWNER/OPERATOR	
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION	
Complaint		TRAVEL TIME	LOCATION	
Investigation		Hr. Min.	YIGO, GUAM	
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

[illegible]

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)

DEH INSPECTOR (Name and Title)

10/05/15: Katherine Duenas, EPHO I; Evan Lum, EPHO I; Claire Baradi, EPHO III

10/06/15: Evan Cum, EPHO I, Duane Dominguez, EPHO I, Claire Baradi, EPHO III

10/08/15: Katherine Duenas, EPHO I, Duane Dominguez EPHO I

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection :  
(01), (02), (23), (27), (31).



**EDDIE BAZA CALVO**  
GOVERNOR

**RAY TENORIO**  
LIEUTENANT GOVERNOR

GOVERNMENT OF GUAM

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES**  
**DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT**



**JAMES W. GILLAN**  
DIRECTOR

**LEO G. CASIL**  
DEPUTY DIRECTOR

**NOV 16 2015**

**MEMORANDUM**

**TO:** Superintendent, Guam Department of Education

**FROM:** Director, Department of Public Health & Social Services

**SUBJECT:** Integrated Pest Management Recommendation for all GDOE Schools

The Department of Public Health and Social Services would like to thank you and your team at Simon A. Sanchez High School (SSHS) for your continued dedication and effort in working toward compliance with the *Rules and Regulations Pertaining to School Sanitation*.

Mr. Chris Anderson, Administrator for Student Support Services Division, provided to this Department copies of the pest management service contract of SSHS covering the period of October 2013 to October 2015 with the vendor, All Star Exterminators. We have reviewed the document and it appears that the service provided is limited to only pest control and does not incorporate integrated pest management (IPM) practices to assist in mitigating pest problems at the school, particularly, in addressing the presence of rodents. We suspect that All Star Exterminators' services include only pesticide application, setting traps, or baiting. Oftentimes, this does not address the root of the problem and students may be exposed to pesticides unnecessarily and prove more costly in the long run. In order to be most effective, IPM must be incorporated into your best management practices.

IPM is a proactive, environmentally friendly approach that aims to establish the safest, most effective pest management practices. It considers identification and ecology of the pests, monitoring, and taking actions to fix the underlying reasons why pests are present. Instead of focusing solely on the elimination of pests through the use of pesticides and traps, an IPM approach encompasses the prevention of pests through sanitation, cleaning, maintenance, inspection, monitoring, and reporting by school occupants. Educating occupants about exclusion, cleaning, and eliminating food, water, and shelter can be more effective than just using pesticides or setting traps. Many school IPM efforts are led by custodial, maintenance, and food-service managers because sanitation and site maintenance are critical to preventing pests; however, it is essential to also educate and involve teachers, faculty, students, visitors, and parents. IPM programs are based on the following pest prevention goals:

1. Identifying and monitoring pests,
2. Setting action thresholds,
3. Prevention, and
4. Control.



**Identifying and Monitoring Pests:**

Correctly identifying and understanding the pest is necessary to determine the best preventive measures. Additionally, knowing this information may reduce the unnecessary use of pesticides and mechanical traps.

One important component of pest identification is monitoring. Monitoring will pinpoint if the organism is truly present as a pest, where the pest problem occurs, and when it occurs. Monitoring will also determine pest population, areas vulnerable to pests, the life stage and natural enemies of the pest, the extent of pest damage, and the effectiveness of the prevention control methods applied. It is important to document pest sighting and maintain monitoring logs, which will assist in spotting correlations between occurrences.

**Setting Action Thresholds:**

An action threshold is the level at which it has been determined that a pest has become a nuisance, health hazard, or economic threat. IPM user must set these thresholds to reduce economic, health, and environmental risks.

Please note that Section 6.7.3 of the *Rules and Regulations Pertaining to School Sanitation* state, "The building shall be free of insects of public health significance and conditions which attract, provide harborage, and promote breeding of vermin."

**Prevention:**

IPM centers on prevention by removing the conditions (food, water, and shelter) that attract pests. These actions are the first line of defense against pests. Examples of preventative actions are:

- Reducing clutter
- Sealing areas where pests enter the building
- Removing trash and/or more frequent trash pick-ups
- Trimming or removing overgrown vegetation around the buildings (i.e., overhanging trees that may serve as an ingress)
- Maintaining clean dining and food storage areas
- Eliminating open food containers in the classrooms (if food incentives are used, they should be stored in plastic, sealable containers)
- Cleaning up after classroom pets
- Cleaning up after classroom parties
- Installing pest barriers (i.e., screens)
- Removing standing water
- Educating building occupants on IPM
- Fixing leaks

**Pest control:**

Pest control is required if the action thresholds are exceeded. An IPM program will always use the most effective, lowest risk option when deciding on a method of pest control. It will consider the risk to the applicators, building occupants, and the environment. Documentation of pest control actions is essential in determining success. Schools should be aware of all pest control activities and have records of each pest control service readily accessible. Example of control methods include:

- Pest trapping and baiting
- Heat/cold treatment
- Physical removal
- And as a last resort, pesticides.

It has been found that schools, on average, experience approximately 70-80% reduction in the number of pesticide applications and pest complaints when IPM is implemented; therefore, resulting in lower chances of pest and pesticide exposure. The U.S. Environmental Protection Agency (USEPA) recommends adopting IPM. IPM is smart because it creates a healthy and safe learning environment, sensible because it uses practical strategies by reducing sources of food, water, and shelter, and sustainable as the emphasis is on prevention, making it economically advantageous.

The links below provide valuable information and examples to assist you and your team in implementing IPM at all public schools:

School IPM programs and information resources:

- <http://www.extension.org/pages/20395/school-ipm-programs-and-information-resources#.VjhPADu6G70>
- <http://www2.epa.gov/managing-pests-schools>
- <http://www2.epa.gov/safepestcontrol>

Example school IPM manuals:

- <http://www.extension.org/pages/70362/school-ipm-manuals#.VjhOyDu6G71>
- [http://www2.epa.gov/sites/production/files/2015-02/documents/model-school-ipm-policy-2015\\_0.pdf](http://www2.epa.gov/sites/production/files/2015-02/documents/model-school-ipm-policy-2015_0.pdf)

Model IPM action plans that are pest specific:

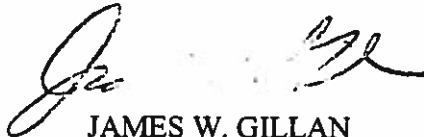
- <http://www.extension.org/pages/20295/using-integrated-pest-management-action-plans-for-schools#.VjhMHju6G71>

Sample forms:

- <http://www.extension.org/pages/20973/forms-for-your-school-ipm-program#.VjhP0zu6G70>

We are hopeful that you and your team adopt IPM as a part of your school policy. We look forward to hearing about the benefits and rewards that IPM provides you.

Should you have any questions or concerns, please contact Ms. Claire Baradi, Environmental Public Health Officer III, of the Division of Environmental Health at 735-7221/7502 or via email at [Claire.baradi@dphss.guam.gov](mailto:Claire.baradi@dphss.guam.gov).



JAMES W. GILLAN

cc: Principal, SSHS  
C. Anderson, GDOE  
Cc: Dir Chrono/DEH Chrono/BCI Copy/SSPP Copy

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

Page 1 of 2

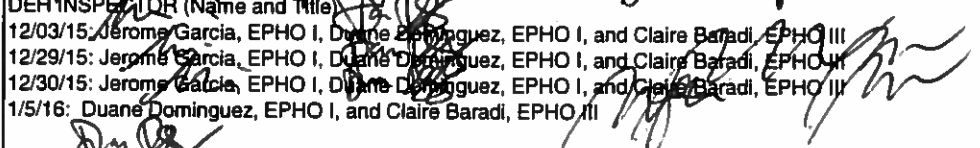
**SCHOOL BUILDING INSPECTION REPORT**

SON		INSPECTION DATE <b>December 3, 29 - 30, 2015; January 5, 2016</b>	ESTABLISHMENT NAME <b>SIMON SANCHEZ HIGH SCHOOL</b>	
Regular		INSPECTION TIME Hr. Min.	OWNER/OPERATOR <b>DEPARTMENT OF EDUCATION</b>	
Follow-up	<b>X</b>			
Complaint		TRAVEL TIME Hr. Min.	LOCATION <b>YIGO, GUAM</b>	
Investigation				
Other (Specify)		SANITARY PERMIT NO. <b>150000420</b>	PERMIT CATEGORY STATUS (Circle One) <b>Permanent, Temporary/Current, Expired</b>	ESTAB. TYPE <b>SCHOOL BUILDING</b>

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:  DATE
	A follow-up inspection was conducted on December 3 and December 29 - 30, 2015 and January 5, 2016 based on a previous regular inspection that was conducted on October 5 - 6 and October 8, 2015 which resulted in a "B" grade with 20 demerit points. The following observations were noted:	
	<b>THE FOLLOWING ITEM NUMBERS WERE CORRECTED:</b>	
5	<b>Graded and Sloped</b>	
12	<b>Floors - Two out of three observations were corrected: Rooms 210 and 402</b>	
13	<b>Walls and Ceilings - Sixty-six out of 81 observations were corrected: Rooms 102, 106, 107, 108, 109, 111, 112, 113, 114, 117, 119, 201, 202, 203, 204, 205, 208, 211, 212, 216, 221, 225, 226, 228, 229, 231, 301, 302, 303, 305, 306, 311, 312, 313, 314, 316, 318, 319, 401, 404, 406, 407, 409, Girls Restroom 3 (next to 211), ELA Book Room, Boy's Restroom in the Science Building, Science Book Room, Automotive Classroom, Tech Room right of the Principal's Office, Vice Principal Finona's Room, Vice Principal Fejeran's Room, Men's Staff Restroom across Vice Principal Fejeran's Room, Main Hallway next to CRT Office, Lounge in the Library, Computer Lab in the Library, ROTC Office, Vice Principal's Room across the Business Administration Room, Women's Staff Restroom across Vice Principal Fejeran's Room</b>	
14	<b>Doors</b>	
19	<b>Facility, Maintenance, and Housekeeping - Thirty-five out of 41 observations were corrected: Rooms 103, 104, 105, 110, 111, 116, 117, 118, 206, 207, Outside 208, 212, 216, 221, 228, 305, 307, 311 315, 319, 320, 401, 402, 404, 410, 412, Library, Automotive Shop, Storage Room C near Exit 10, Electrical Storage Room near Rooms 405 and 406, and outside Rooms 310 and 311</b>	
21	<b>Ventilation - Thirty-six out of 38 observations were corrected: Rooms 106, 112, 113, 114, 115, 116, 117, 119, 121, 201, 203, 205, 206, 207, 208, 210, 216, 217, 219, 221, 222, 304, 310, Nurse's Office, Hallway to Room 106, Counselor's Office, Counselor's Storage Room, Room outside Business Administration, Tech Room adjacent to the Principal's Office, Women's Staff Restroom across Vice Principal Fejeran's Room, Library, Staff Office in the Library, the Lounge in the Library, the Computer Lab in the Library, and the Storage Room in the Lounge.</b>	
22	<b>Objectionable odors</b>	
23	<b>Lighting</b>	
	<b>THE FOLLOWING ITEM NUMBERS WERE NOT CORRECTED BY THE ESTABLISHED TIMEFRAME AND IS A REPEAT VIOLATION:</b>	
12	<b>Floors - One out of 3 observations were not corrected: Room 308</b>	<b>COS 01/04/16</b>
	<i>All floors shall be in maintained in good repair, kept clean, and properly maintained.</i>	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

*When any of the following items are cited above, they will be corrected within ten days of the inspection : (01), (02), (23), (27), (31).	RECEIVED BY (Name and Title) <b>CARLA MASNAVON, PRINCIPAL</b>
	DEH INSPECTOR (Name and Title) <b>Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III</b>
	12/03/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III 12/29/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III 12/30/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III 1/5/16: Duane Dominguez, EPHO I, and Claire Baradi, EPHO III
	



# **VIOLATION, DEMERIT ASSIGNMENT CHECK LIST**

ITEM	DEMERIT
<b>DOCUMENTS: SECTION III, IV</b>	
01	Permit for construction. 6
02	Sanitary Permit valid. 6
03	Permits, Inspection Report posted. 2
<b>GROUNDS: SECTION V</b>	
04	Located in low noise area, away from sources of air pollution. 4
05	Grounds sloped and graded. 4
06	25,000 sq. ft. of outdoor play area; fences or isolated from vehicles. 4
07	Adequate vector control. 4
08	Grounds: clean, no rubbish, or overgrown vegetation; level. 2
<b>BUILDING: SECTION VI</b>	
09	25, 20, & 18 sq. ft./Child respectively for Elementary, Junior & High School. 2
10	Classrooms, clean, orderly, waste receptacle. 2
11	Janitorial rooms maintained and secured. 2
12	Floors maintained, cleanable, light color, kept cleaned (sealed in restrooms). 2
13	Walls and ceilings of light color and easily cleanable material, clean and good repair. 2
14	Exits easily accessible, marked, open outward, self-closing, repair, clean. No rolling, sliding, revolving, double acting screened. 4
15	Windows, clean, good repair, screening, no obstruction to light. 2
16	Classroom equipment clean and in good repair. 2
17	Individual chairs with attached or adjacent table. 2
18	Adequate storage of maintenance and instructional equipment. 2
19	Facility properly maintained 2
20	All latest editions of applicable code followed 4
<b>VENTILATION: SECTION VII</b>	
21	Adequate natural and/or mechanical/ventilation. 2
22	Objectionable odors vented to the outside. 2
<b>LIGHTING: SECTION VIII</b>	
23	Minimum light requirements A. 30 foot candles lecture room, study halls, laboratories, offices, libraries, art rooms, electronic and machine shops. B. 50 foot candles for children who lip read or have impaired vision. 2

ITEM	DEMERIT
	C. 20 foot candles - reception rooms, gymnasiums and swimming pools. D. 10 foot candles - auditoriums, cafeterias, locker rooms, corridors and stairways.
<b>PLUMBING: SECTION IX</b>	
24	Properly sized, installed, maintained, U.P.C. conformance. 4
25	Approved sewage disposal system, utilized 6
<b>WATER SUPPLY: SECTION X</b>	
26	Adequate supply, approved system, sources, safe quality, properly protected. 4
27	No cross-connection, back siphonage. 6
<b>HANDWASHING FACILITIES: SECTION XI</b>	
28	Sinks provided in or adjacent to classrooms (K-2nd) and elsewhere as needed. 2
29	Adequate, convenient, maintained, mixing faucets, water temp., hand cleaner, sanitary towels, waste receptacles, proper ratio: A. Elementary 1/60 B.. Secondary 1/100 4
<b>SHOWERS: SECTION XII</b>	
30	Shower rooms properly constructed, adequate, maintained. Proper ratio shower heads: A. 1:4 - Girls' B. 1:5 - Boys' 4
<b>TOILET FACILITIES: SECTION XIII</b>	
31	Adequate, convenient, maintained, signs, constructed, repair, toilet tissue and separated by sex, ratios: A. Elementary: 1) Water closet - 1:35 Females/1:60 Males 2) Urinals - 1:30 Males B. Secondary & Higher 1) Water closet - 1:45 Females/1:100 Males 2) Urinals - 1:30 Males 6
<b>GARBAGE AND REFUSE DISPOSAL: SECTION XIV</b>	
32	Containers: covered - (adequate number), insect & rodent proof, frequency, clean. 4
33	Outside storage area enclosures facilities provided, constructed, clean. 2
<b>FOOD PROTECTION: SECTION XV</b>	
34	Food Service Operations (USE FSIR)
<b>SAFETY: SECTION XVI</b>	
35	First Aide-Kits and a recognized first aid manual available in each building. 4
36	Fire extinguishers provided. 4
37	Playground equipment in compliance with CPSC, constructed, repair, isolated. 4
38	Fire drills - regular monthly
<b>EXISTING FACILITIES: SECTION XVII</b>	
39	PRE-1983 School Building, Rules and Regulations
<b>TOTAL DEMERITS</b>	

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

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8/C

**SCHOOL BUILDING INSPECTION REPORT**

SON <input type="radio"/> Regular <input type="radio"/> Follow-up <input type="radio"/> Complaint <input type="radio"/> Investigation <input type="radio"/> Other (Specify)		INSPECTION DATE December 3, 29 - 30, 2015; January 5, 2016	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL
Hr. Min.		INSPECTION TIME Hr. Min.	OWNER/OPERATOR DEPARTMENT OF EDUCATION
Hr. Min.		TRAVEL TIME Hr. Min.	LOCATION YIGO, GUAM
SANITARY PERMIT NO. 150000420		PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
13	<b>Walls and Ceilings - Fifteen out of 81 observations were not corrected:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, and/or kept clean: 1) Social Studies Book Room 2, Boy's Restroom in the Cafeteria, Girl's Restroom in the Cafeteria, and the ROTC Armory Storage Room; 2) Fascia and soffit (i.e., wooden boards on ceiling rafters) were deteriorated outside of Room 305; 3) Walls were not light in color in Room 316; 4) Paint was peeling inside and outside of the school building, not limited to, Rooms 223, 405, Gym, Science Building, and Boy's Restroom next to Room 108; and 5) Mold was present in the Social Studies Book Room 2, the Electrical Storage Room near Rooms 405 and 406, and ROTC Armory Storage Room; and 6) The ceiling was leaking from the skylight above the Cafeteria Stage Area <i>All walls and ceilings shall be kept in good repair, clean, light in color, and properly maintained.</i>	2/8/2016
19	<b>Facility, Maintenance, and Housekeeping - Six out of 41 observations were not corrected:</b> 1) Observed outdoor trip hazard: Metal sheets covering a concrete hole was not secured: outside Room 312, side of Room 310, and Room 306; 2) Concrete hole was open and not covered next to A/C Unit outside Room 311; 3) Awning was in disrepair at Room 320; 4) Exposed bare wood was unsealed in the Boy's Restroom Science Building. <i>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</i>	2/8/2016
21	<b>Ventilation - Three out of 39 observations were corrected:</b> 1) No air conditioning was provided in Room 212; and 2) Direct airflow was being channeled to students in 401. <i>Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students. When mechanical ventilation is provided, it shall be kept clean and in good repair.</i>	2/8/2016
13	<b>A NEW VIOLATION FOR ITEM #13 WAS OBSERVED AS FOLLOWS:</b> <b>Walls and Ceilings -</b> The metal ceiling tile runners were rusted and not in good repair thereby causing a part of the ceiling to droop in Room 229. On December 30, 2015, Ms. Carla Masnayan, Simon Sanchez High School (SSHS) Principal, sent an email to C. Baradi in regards to the voluntary closure of Room 308 until further notice. SSHS will close operations in Room 308 effective January 4, 2016. Based on the above repeat violations, SSHS was issued a "C" grade with 6 demerit points. The "B" Placard No. 00451 was removed and the "C" grade placard No. 00252 was issued and posted. A request for follow-up inspection form was issued. All repeat violations must be corrected by 2/8/16. Failure to do so by the established due date may be subject to another downgrade. Photographs were taken and the SSHS Principal, Carla Masnayan, was briefed on the above.	COS 12/30/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

On any of the following items are cited above, they shall be corrected within ten days of the inspection :  
(01), (02), (23), (27), (31).

RECEIVED BY (Name and Title)  
**CARLA MASNAYON, PRINCIPAL**  
 DEH INSPECTOR (Name and Title)  
 12/03/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III  
 12/29/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III  
 12/30/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III  
 1/5/16: Duane Dominguez, EPHO I, and Claire Baradi, EPHO III

# **VIOLATION, DEMERIT ASSIGNMENT CHECK LIST**

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01 Permit for construction.	6
02 Sanitary Permit valid.	6
03 Permits, Inspection Report posted.	2
<b>GROUNDS: SECTION V</b>	
04 Located in low noise area, away from sources of air pollution.	4
05 Grounds sloped and graded.	4
06 25,000 sq. ft. of outdoor play area; fences or isolated from vehicles.	4
07 Adequate vector control.	4
08 Grounds: clean, no rubbish, or overgrown vegetation; level.	2
<b>BUILDING: SECTION VI</b>	
09 25, 20, & 18 sq. ft./Child respectively for Elementary, Junior & High School.	2
10 Classrooms, clean, orderly, waste receptacle.	2
11 Janitorial rooms maintained and secured.	2
12 Floors maintained, cleanable, light color, kept cleaned (sealed in restrooms).	2
13 Walls and ceilings of light color and easily cleanable material, clean and good repair.	2
14 Exits easily accessible, marked, open outward, self-closing, repair, clean. No rolling, sliding, revolving, double acting screened.	4
15 Windows, clean, good repair, screening, no obstruction to light.	2
16 Classroom equipment clean and in good repair.	2
17 Individual chairs with attached or adjacent table.	2
18 Adequate storage of maintenance and instructional equipment.	2
19 Facility properly maintained	2
20 All latest editions of applicable code followed	4
<b>VENTILATION: SECTION VII</b>	
21 Adequate natural and/or mechanical/ventilation.	2
22 Objectionable odors vented to the outside.	2
<b>LIGHTING: SECTION VIII</b>	
23 Minimum light requirements A. 30 foot candles lecture room, study halls, laboratories, offices, libraries, art rooms, electronic and machine shops. B. 50 foot candles for children who lip read or have impaired vision.	2

ITEM	DEMERIT
C. 20 foot candles - reception rooms, gymnasiums and swimming pools. D. 10 foot candles - auditoriums, cafeterias, locker rooms, corridors and stairways.	
<b>PLUMBING: SECTION IX</b>	
24 Properly sized, installed, maintained, U.P.C. conformance.	4
25 Approved sewage disposal system, utilized	6
<b>WATER SUPPLY: SECTION X</b>	
26 Adequate supply, approved system, sources, safe quality, properly protected.	4
27 No cross-connection, back siphonage.	6
<b>HANDWASHING FACILITIES: SECTION XI</b>	
28 Sinks provided in or adjacent to classrooms (K-2nd) and elsewhere as needed.	2
29 Adequate, convenient, maintained, mixing faucets, water temp., hand cleaner, sanitary towels, waste receptacles, proper ratio: A. Elementary 1/60 B. Secondary 1/100	4
<b>SHOWERS: SECTION XII</b>	
30 Shower rooms properly constructed, adequate, maintained. Proper ratio shower heads: A. 1:4 - Girls' B. 1:5 - Boys'	4
<b>TOILET FACILITIES: SECTION XIII</b>	
31 Adequate, convenient, maintained, signs, constructed, repair, toilet tissue and separated by sex, ratios: A. Elementary: 1) Water closet - 1:35 Females/1:60 Males 2) Urinals - 1:30 Males B. Secondary & Higher 1) Water closet - 1:45 Females/1:100 Males 2) Urinals - 1:30 Males	6
<b>GARBAGE AND REFUSE DISPOSAL: SECTION XIV</b>	
32 Containers: covered - (adequate number), insect & rodent proof, frequency, clean.	4
33 Outside storage area enclosures facilities provided, constructed, clean.	2
<b>FOOD PROTECTION: SECTION XV</b>	
34 Food Service Operations (USE FSIR)	
<b>SAFETY: SECTION XVI</b>	
35 First Aide-Kits and a recognized first aid manual available in each building.	4
36 Fire extinguishers provided.	4
37 Playground equipment in compliance with CPSC, constructed, repair, isolated.	4
38 Fire drills - regular monthly	
<b>EXISTING FACILITIES: SECTION XVII</b>	
39 PRE-1983 School Building, Rules and Regulations	
<b>TOTAL DEMERITS</b>	



## Claire Baradi

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**From:** Rosanna Y. Rabago  
**Sent:** Thursday, February 11, 2016 8:20 PM  
**To:** Claire Baradi  
**Cc:** Masatomo Nadeau; Duane Dominguez  
**Subject:** Re: Response to Request for Extension to the follow-up inspection report issued on 1/22/16

Yes, Claire. Pls proceed with inspection tomorrow.

Rosanna

Sent from my iPhone

On Feb 11, 2016, at 5:03 PM, Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)> wrote:

Good Afternoon, Tom.

I received a call from Carla Masnayon asking if we will be performing the follow-up inspection tomorrow as scheduled below.

Please advise.

Thank you.

Claire M. Baradi  
Environmental Public Health Officer III  
Division of Environmental Health  
Department of Public Health & Social Services  
123 Chalan Kareta  
Mangilao, GU 96913-6304  
(671)735-7522 Office (671) 734-5556 Fax  
[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

---

**From:** Masatomo Nadeau  
**Sent:** Thursday, February 11, 2016 8:33 AM  
**To:** Christopher J. Anderson  
**Cc:** Jon Fernandez; Erika Cruz; Rosanna Y. Rabago; [cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net); [mmfinona@gdoe.net](mailto:mmfinona@gdoe.net); Claire Baradi; Craig T. Guevara; Taling M. Taitano  
**Subject:** RE: FW: Response to Request for Extension to the follow-up inspection report issued on 1/22/16

Hi Chris:

I'm heading to a legislative meeting this morning and I will attempt to call you when I can. In the interim, please see my response below. Thanks.

Tom

From: Christopher J. Anderson [<mailto:cjanderson@gdoe.net>]  
Sent: Thursday, February 11, 2016 5:56 AM  
To: Masatomo Nadeau <[Masatomo.Nadeau@dphss.guam.gov](mailto:Masatomo.Nadeau@dphss.guam.gov)>  
Cc: Jon Fernandez <[jonfernandez@gdoe.net](mailto:jonfernandez@gdoe.net)>; Erika Cruz <[ercruz@gdoe.net](mailto:ercruz@gdoe.net)>; Rosanna Y. Rabago <[Rosanna.Rabago@dphss.guam.gov](mailto:Rosanna.Rabago@dphss.guam.gov)>; [cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net); [mmfinona@gdoe.net](mailto:mmfinona@gdoe.net); Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)>; Craig T. Guevara <[ctguevara@gdoe.net](mailto:ctguevara@gdoe.net)>; Taling M. Taitano <[tmtaitano@gdoe.net](mailto:tmtaitano@gdoe.net)>  
Subject: Re: FW: Response to Request for Extension to the follow-up inspection report issued on 1/22/16

Tom,

Good Morning. Thanks for your prompt response. GDOE is completely behind the pilot program and welcomes feedback on how to ensure that pilot schools seamlessly transition the tools into everyday practice. Specifically, SSHS has implemented the framework and has proactively been addressing the demerits that were identified not only from the pilot but from the actual inspection conducted earlier this school year.

It may be a matter of communication but I'm under the impression that the follow-on inspections most recently conducted at SSHS are not an extension of the "pilot" but from the actual regulatory inspection protocols required of any school who was inspected. Being a pilot aside, GDOE's concern is what will happen during the re-inspections when the demerits are not addressed. They had a B rating after we addressed the initial inspection. When the team came back for re-inspection on the remaining demerits, their letter grade was downgraded to a C...even with only 10 demerits. Based on our conversations with Claire, when the DPHSS team comes out this week for re-inspection, if there are remaining demerits not addressed, the school rating will drop to a D even if we only have less than 10 demerits.

(DPHSS is authorized to downgrade if there is a repeat violation; it is a discretionary authority. We based our decision to downgrade or not based on the violations found and the effort put forth by the establishment, whether it's a school or an eating or drinking establishment. I'm told that most, if not all, of the remaining deficiencies at SSHS are non-critical. Plus, the improvements we've seen at SSHS and your plan to renovate the facility show good effort on part of GDOE. Thus, we're not anticipating to downgrade any further. But once again, we need to visit to confirm all this and document our findings.)

GDOE respects the need for DPHSS to inspect schools to ensure the health and safety of students because this is a joint responsibility. With the last inspection, we had a total of 10 demerits. Under normal circumstances, this is an A rating. You indicate that there is no adversity in the inspection but If you proceed and there are demerits outstanding, what is DPHSS going to do about the D rating? Will this require shut down?

As mentioned at the initial inspection, it was problematic to announce to the community that SSHS had 72 demerits (D) and wasn't shut down. We appreciated the opportunity to work on the facility but it created challenges with our parent community who were fully aware of the threshold for shutdown.

Again, we welcome your partnership but need to be clear of the expectations and what we can anticipate as a result of this week's inspection. Can we meet or speak on the phone to further discuss? My cell number is 482-1268. Thanks for your consideration.

Chris

On Wed, Feb 10, 2016 at 7:50 AM, Masatomo Nadeau

<[Masatomo.Nadeau@dphss.guam.gov](mailto:Masatomo.Nadeau@dphss.guam.gov)> wrote:

Hafa Adai Chris:

I've been informed of your inquiry about the SSHS follow-up inspection and the school's request for an extension of the due date to complete all the cited deficiencies. The goal of the pilot project is to determine if our guidance document and its accompanying toolkit to assist GDOE schools in seeking and obtaining community resources have the positive impact that we're hoping for. In another words: Is it working? To determine that, and to maintain our regulatory responsibility, we are keeping to the plan of conducting inspections and required follow-up inspections of six pilot schools.

By conducting these visits to the six schools, we'll be able to learn if and how the school has been utilizing the toolkit. We want to know what's working and what's not working. This will allow us to tweak the guidance document as necessary. Now obviously, if the pilot schools are not utilizing the toolkit, we need to know why. Our follow-up inspection of SSHS will inform us of what progress the school has made in correcting the violations and how these deficiencies were addressed. Did the toolkit help? Was it even used? If they were not addressed, we like to know the reasons.

Before DEH can provide its recommendation to the Director in responding to SSHS' request for the deadline extension, the Division would like to know, observe, and understand the reasons for the request, and this will be obtained by inspecting the school and discussing the matter with the leadership of SSHS. So this goes back up to the purpose of our partnership and the implementation of the pilot proejct: Is our guidance document and it's toolkit working? If not, why?

We're not anticipating to initiate any adverse action against SSHS, especially in light of the information that I received that much progress has been made in correcting the deficiencies that were observed at the school. If we do find problems during the follow-up visit, especially if they are critical violations, we like to know what exactly the school is going to do to address the problem in the interim.

Thus, please anticipate our inspection of SSHS this week; Rosanna and/or Claire will be scheduling the visit and informing you and the Principal of SSHS of that exact date. I hope this answers your questions and allay any concerns you and GDOE may have about our intentions of the follow-up visit.



Finally, please do not forget that we are still responding to public complaints; thus, we will be inspecting the non-pilot schools, if and when necessary. Thanks Chris.

Sincerely,

Tom

---

**From:** Claire Baradi  
**Sent:** Tuesday, February 9, 2016 5:10 PM  
**To:** Rosanna Y. Rabago <[Rosanna.Rabago@dphss.guam.gov](mailto:Rosanna.Rabago@dphss.guam.gov)>; Masatomo Nadeau <[Masatomo.Nadeau@dphss.guam.gov](mailto:Masatomo.Nadeau@dphss.guam.gov)>  
**Cc:** Duane Dominguez <[Duane.Dominguez@dphss.guam.gov](mailto:Duane.Dominguez@dphss.guam.gov)>  
**Subject:** FW: Response to Request for Extension to the follow-up inspection report issued on 1/22/16  
**Importance:** High

Rosanna, Tom,

Please advise on response from DOA.

Thank you.

Claire M. Baradi  
Environmental Public Health Officer III  
Division of Environmental Health  
Department of Public Health & Social Services  
123 Chalan Kareta  
Mangilao, GU 96913-6304

(671)735-7522 Office (671) 734-5556 Fax

[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

---

**From:** Christopher J. Anderson [<mailto:cjanderson@gdoe.net>]  
**Sent:** Tuesday, February 09, 2016 4:33 PM  
**To:** Claire Baradi  
**Cc:** [cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net); [mmfinona@gdoe.net](mailto:mmfinona@gdoe.net); Rosanna Y. Rabago; Duane Dominguez; Jon Fernandez; Erika Cruz  
**Subject:** Re: Response to Request for Extension to the follow-up inspection report issued on 1/22/16

Claire,

Happy New Year! I tried calling your office but no answer. When you get a chance, please call me at 482-1268 so we can discuss the latest guidance.

I was under the impression that the DPHSS process allowed for SSHS to request for an extension. We are not saying that an inspection can't take place, we are simply asking to delay the inspection closer to the end of the construction project.

Is there any flexibility on the matter? Would it be possible to meet with Tom or Director Gillan to address this directly? I would prefer to delay the requested inspection this week until this is clarified. Please advise.

Chris

On Tue, Feb 9, 2016 at 3:49 PM, Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)> wrote:

Good Morning, Chris and Carla.

Please be advised that we are in receipt of your February 5, 2016 memorandum to the Director of DPHSS requesting for an extension to correct all the remaining violations based on the initial inspections conducted by DEH in October 2015 and January 2016.

We acknowledge that P.L. 32-121 will provide funding for Simon Sanchez High School's renovation/rebuild; however, our Department is mandated to conduct the follow-up inspection. Thus, we would like to take this opportunity to conduct an assessment of the remaining violations at Simon Sanchez High School this week. During that time, we would like to sit with you to discuss your progress with the School

Sanitation Pilot Project. It is our hope that you have utilized the guidelines in the pilot project resource manual towards correcting the violations because they are health and safety concerns that shouldn't take more than two years to correct. Based on our findings, we can make a recommendation to our Director for consideration of your request.

Kindly form your School Improvement Team, if you have not done so already. We would like to meet on Friday, February 12, at 9:30am at SSHS, please.

Thank you very much.

Claire M. Baradi

Environmental Public Health Officer III

Division of Environmental Health

Department of Public Health & Social Services

123 Chalan Kareta

Mangilao, GU 96913-6304

(671)735-7522 Office (671) 734-5556 Fax

[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

--  
*Saina Ma'ase yan Si Yu'os un Binendisi,*

Christopher Anderson  
Administrator, Student Support Services Division

300-1621

482-1268



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--

***Saina Ma'ase yan Si Yu'os un Binendisi,***

Christopher Anderson  
Administrator, Student Support Services Division  
300-1621  
482-1268

***CONFIDENTIALITY STATEMENT:*** *This message is from the Department of Education and contains information which is privileged and confidential and solely for the use of the intended recipient. If you are not the intended recipient, any review, disclosure, copying, distribution, or use of the contents of this message is strictly prohibited. If you have received this transmission in error, please discard immediately.*



Jon J.P. Fernandez  
Superintendent of Education

Accredited by the Western Association of Schools & Colleges  
"Home of the SHARKS"

## Simon A. Sanchez High School

395 Juan Jacinto Road  
Yigo, Guam 96929  
Telephone: (671) 653-2313  
[www.simonsanchez.org](http://www.simonsanchez.org)

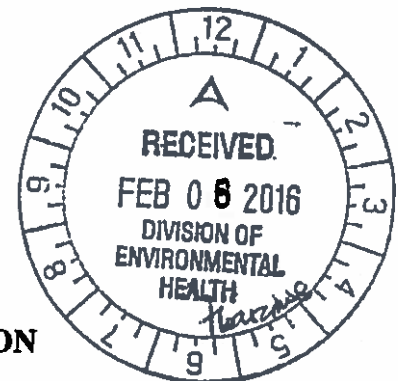


Carla D. Masnayan  
Principal

February 5, 2016

### MEMORANDUM

To: Department of Public Health and Social Service, Director  
From: Principal  
Subject: **REQUEST FOR EXTENSION: FOLLOW-UP INSPECTION**



*Buenas yan Hafa Adai from the home of the Sharks!* Please accept this letter on behalf of the school community of Simon Sanchez High School (SSHS) to request for a time extension to complete all remaining non-compliance issues related to the most recent follow up inspection report. I request for the allowance to extend to November 2018 to include providing you with a status update on the reconstruction by November 2017.

Public Law 32-121 would secure funding to help rehabilitate DOE's aging school facilities. At the forefront of this project is to address the renovation or rebuild of SSHS to fix the deficiencies in roofing, exterior/interior, structural, mechanical, electrical, plumbing, and the school grounds. Through the procurement process, the selection committee has identified Guam Education Facilities Foundation to be the highest qualified bidder to reconstruct SSHS. Groundbreaking is anticipated to commence in July 2016 and construction will begin on November 2016 through November 2018.

Throughout this time, we will continue to be vigilant in addressing the minor deficiencies (ceiling tiles, lighting, ventilation, carpentry work, etc.) through our maintenance request process and custodial contract. However, major deficiencies that require high dollar costs such as roofing, exterior painting, and structural problems, for example, may require the completion of the reconstruction project.

Should you have additional inquiries please do not hesitate to call me at 653-2313 or email me at [cdmasnayan@gdoe.net](mailto:cdmasnayan@gdoe.net). I look forward to your favorable response.

Sincerely,

*Carla D. Masnayan*

Carla D. Masnayan

☐ Approved ☐ Disapproved

James Gillan, Director of DPHSS

*Our mission is to empower students to become productive citizens of the 21<sup>st</sup> century through a commitment to academic excellence, career preparation and civic engagement.*

Rebecca A. Duenas  
Assistant Principal

Melvin M. Finona  
Assistant Principal

Dr. Kelly R. Sukola  
Assistant Principal

Jessica P. Fejeran  
Assistant Principal

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

Page 1 of 1

**4**

**SCHOOL BUILDING INSPECTION REPORT**

<b>REASON</b>		<b>INSPECTION DATE</b> 02/12/16	<b>ESTABLISHMENT NAME</b> SIMON SANCHEZ HIGH SCHOOL	
Regular		<b>INSPECTION TIME</b>	<b>OWNER/OPERATOR</b>	
Follow-up	<b>X</b>	10:30 AM to 12:00 pm	<b>DEPARTMENT OF EDUCATION</b>	
Complaint		<b>TRAVEL TIME</b>	<b>LOCATION</b>	
Investigation		Hr. Min.	<b>YIGO, GUAM</b>	
Other (Specify)		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent, Temporary/Current, Expired	<b>ESTAB. TYPE</b> SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
13	<p>A follow-up inspection was conducted on February 12, 2016 based on a previous follow-up inspection conducted on December 3 and December 29 - 30, 2015 and January 5, 2016 and a previous regular inspection conducted on October 5 - 6 and October 8, 2015. The follow-up inspection resulted in a downgrade from "B" to "C" grade with six demerit points due to repeat violations. The following observations were noted:</p> <p><b>THE FOLLOWING ITEM NUMBERS WERE CORRECTED:</b></p> <p><b>Walls and Ceilings - Eight out of 15 observations were corrected:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, and/or kept clean: 1) Social Studies Book Room 2, Boy's Restroom in the Cafeteria, Girl's Restroom in the Cafeteria, and the ROTC Armory Storage Room; 2) Fascia and soffit (i.e., wooden boards on ceiling rafters) were deteriorated outside of Room 305; and 3) Mold was present in the Social Studies Book Room 2, the Electrical Storage Room near Rooms 405 and 406, and ROTC Armory Storage Room.</p> <p><b>Facility, Maintenance, and Housekeeping - Two out of six observations were corrected:</b> 1) Concrete hole was open and not covered next to A/C Unit outside Room 311; and 2) Exposed bare wood was unsealed in the Boy's Restroom Science Building.</p> <p><b>Ventilation - All violations were corrected:</b> 1) No air conditioning was provided in Room 212; and 2) Direct airflow was being channeled to students in 401.</p> <p><b>THE FOLLOWING ITEM NUMBERS WERE NOT CORRECTED BY THE ESTABLISHED TIMEFRAME AND ARE REPEAT VIOLATIONS:</b></p> <p><b>Walls and Ceilings - Seven out of 15 observations were not corrected:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, and/or kept clean: 1) Walls were not light in color in Room 316; 2) Paint was peeling inside and outside of the school building, not limited to, Rooms 223, 405, Gym, Science Building, and Boy's Restroom next to Room 108; and 3) The ceiling was leaking from the skylight above the Cafeteria Stage Area.</p> <p><i>All walls and ceilings shall be kept in good repair, clean, light in color, and properly maintained.</i></p>	5/21/2016
19	<p><b>Facility, Maintenance, and Housekeeping - Four out of six observations were not corrected:</b> 1) Observed outdoor trip hazard: Metal sheets covering a concrete hole was not secured: outside Room 312, side of Room 310, and Room 306; and 2) Awning was in disrepair at Room 320.</p> <p><i>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</i></p>	4/21/2016
	<p>A Request for Extension Memorandum to postpone this follow-up inspection was received by DEH from SSHS on 02/08/16 for review. The memo requests for an extension up to November 2018 to complete all non-compliant issues related to the 02/08/16 inspection. Additionally, a status update on the reconstruction will be provided by SSHS to DEH by November 2017. In an effort to comply with the Rules and Regulations Pertaining to School Sanitation, DEH conducted a non-graded assessment to observe and document SSHS' progress in correcting the outstanding violations and compliance with the School Building Maintenance Pilot Program. The assessment found that two items numbers remain uncorrected as documented above.</p> <p>Photographs were taken. The above findings were discussed with the undersigned individual and a Request for Reinspection form was issued. Compliance of the outstanding violations and status of the Request for Extension Memorandum are further addressed in a memo to DOE dated April 13, 2016.</p>	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection :  
(01), (02), (23), (27), (31).

RECEIVED BY (Name and Title)

DEH INSPECTOR (Name and Title)  
Claire Baradi (EPHO III);

Duane Dominguez (EPHO I)

*Cecilia Masnayan - Principal*  
4/21/16



## Claire Baradi

---

**From:** Carla Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Wednesday, March 16, 2016 4:45 AM  
**To:** Claire Baradi  
**Subject:** Fwd: Supporting Evidence for SSHS Part 1  
**Attachments:** Memo and Action Plan.pdf; ATT00001.htm; GDOE Inspection 1 & 2.pdf; ATT00002.htm

Resending again.

Sent from my iPhone

Begin forwarded message:

**From:** Carla Benita Masnayon <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>  
**Date:** March 14, 2016 at 11:52:18 AM ChST  
**To:** Carla Benita Masnayon <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>  
**Cc:** "Jessica Rose P. Fejeran" <[jpfajeran@gdoe.net](mailto:jpfajeran@gdoe.net)>, "Kelly R. Sukola" <[ksukola@gdoe.net](mailto:ksukola@gdoe.net)>, Melvin Finona <[mmfinona@gdoe.net](mailto:mmfinona@gdoe.net)>, Rebecca Duenas <[raduenas@gdoe.net](mailto:raduenas@gdoe.net)>, "Christopher J. Anderson" <[cjanderson@gdoe.net](mailto:cjanderson@gdoe.net)>  
**Subject:** Supporting Evidence for SSHS Part 1

Hi Claire,

Please see attached documents to support the work done at SSHS. The email threads are just a few of the discussion throughout the inspection period. The Weekly Custodial Checklist was only for that week - I sent only 1 week because each document is about 30+ pages.

Thank you again for the help you provided during this time.

I will need to send email in parts.

--

Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
(C) 483-5400

## SSHS SCHOOL SANITATION ACTION PLAN

administrators in understanding the critical violations			training from DPHSS regarding the public health regulations.
Solicit help from PATSO officers to assist in schoolwide inspections from a community partner standpoint	PATSO	Pending	Pending. PATSO unable to obtain a quorum during meetings.

**School Safety Liaison Team assigned to SSHS:** ALVINA LYNN TOVES & PHILIP TENORIO (from Machananao ES)

**School Safety Liaison Team for SSHS:** GREGORIO PEREZ & REYMUNDO VILLAFLOR

BENEFITS	DISADVANTAGES
<ul style="list-style-type: none"> <li>✓ School Building Sanitations (SBS) Manuals (1-4) were comprehensive in nature</li> <li>✓ SBS Guidance Manual for School Building Sanitation was most helpful compared to the old blue booklet that we have been using. This document provides a description of the regulation but also helpful is the information provided as to WHY the regulation is a Public Health issue.</li> <li>✓ Increased work orders due to the school's citation.</li> </ul>	<ul style="list-style-type: none"> <li>• It was difficult to meet the timelines due to the various activities and emergencies throughout the day. SSHS was on a bomb threat watch for two months putting the school on alert for any bomb threats. Checklist for the next quarter was delayed.</li> <li>• Some items on the checklists completed by the cleaning vendor were in fact really not completed according to either the teachers or inspections. Therefore, some other form of feedback from the school should also be incorporated into the checklists.</li> <li>• Due to the \$100 million RFP from PL 32-121, major regulation violations such as school-wide painting, major repairs to the existing facilities are on hold.</li> </ul>

SSHS was behind in the timeline from the beginning so items that were used were the Guidance Manual for regulations, Teacher Classroom Checklist, Ratios Worksheet (documented in the 14 points submitted to Deputy Cruz).

## **SSHS SCHOOL SANITATION ACTION PLAN**

As a result of the SSHS re-inspections, the District was able to focus on the following items:

1. The revised weekly Custodial Checklists are submitted to F&M. In the beginning schools were unsure if this process was still active so schools were not submitting them regularly. Also this pushed the custodial vendors to establish a daily checklist submitted to the school documenting the work that was completed the night before. The daily checklist is compiled and submitted weekly along with the Custodial Checklist. At the end of the month, information from the checklists will verify whether the custodial vendor will receive the entire payment.
2. The Department established the School Health & Safety Liaisons for all the schools. Each school identified a team of two staff members assigned to be the Liaisons. In December 2015, they received comprehensive training on the Public Health regulations. The teams were assigned to inspect other schools and work with schools to meet regulations. The team provided another set of eyes for the schools to continue to address deficiencies before Public Health comes in and issues demerits.
3. There has been an increased number of work requests submitted by both faculty and staff as a result of the continued inspections. (Attachment: Munis Work Order report and in-house Work Request Log Sheets)
4. Two independent inspections were conducted by the GDOE School Health & Safety Liaison team assigned to SSHS on December 24, 2015 and February 29, 2016. Fire extinguishers that were recently replaced did not match the brackets already installed on the wall, hence it continued to be a citation.

**FACILITIES MAINTENANCE DIVISION  
SIMON SANCHEZ HIGH SCHOOL**

**EXPENSE REPORT AS OF 1/31/16**

<b>Initial Inspection Costs Labor &amp; Materials</b>	<b>75,980.45</b>
<b>Recent Activity Completed Re-Inspection (Inc. Elevator)</b>	<b>46,717.00</b>
<b>Pending Works Estimated</b>	
Room 308 Floor	7,500.00
Room 316 Wall Panels	1,750.00
Canopy Issues @ \$110/Linear Foot X 150 Feet	16,500.00
Gym Roll Up Door X 1 of 2	10,000.00
Peeling Paint Various Locations \$2/Square Foot	10,000.00
Miscellaneous MUNIS Work Orders	82,015.00
<b>Sub Total</b>	<b>127,765.00</b>

**Grand Total                      250,462.45**





Jon J.P. Fernandez  
Superintendent of Education

Accredited by the Western Association of Schools & Colleges  
"Home of the SHARKS"

## ***Simon A. Sanchez High School***

395 Juan Jacinto Road

Yigo, Guam 96929

Telephone: (671) 653-2313

[www.simonsanchez.org](http://www.simonsanchez.org)



Carla D. Masnayon  
Principal

March 11, 2016

To: Department of Public Health & Social Welfare, Director  
From: Principal  
Subject: School Sanitation Pilot Program

***Buenas yan Hafa Adai from the Home of the Sharks!*** First and foremost, thank you very much for the opportunity to work with your staff in regards to the School Sanitation Pilot Program. Their extensive knowledge and collaborative nature was very helpful in ensuring that Simon Sanchez High School received the assistance from the community.

Please find attached to this email our action plan and samples of our Weekly Custodial Checklist, GDOE inspections, and extensive list of work orders submitted through our Munis Work Order System. Also included are a few of communication thread between SSHS and Facilities & Maintenance.

I recommend keeping Ms. Claire Baradi as the Lead Inspector for Simon Sanchez High School. She has been with the school during the initial and throughout the follow-up re-inspections. She has seen first-hand the progress the school has made. Should you have additional inquiries, please do not hesitate to call or email me at [cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net).

Thank you very much for the assistance and your continued support.

  
Carla D. Masnayon

Attachments

---

*Our mission is to empower students to become productive citizens of the 21<sup>st</sup> century through a commitment to academic excellence, career preparation and civic engagement.*

Rebecca A. Duenas  
Assistant Principal

Melvin M. Finona  
Assistant Principal

Dr. Kelly R. Sukola  
Assistant Principal

Jessica P. Fejeran  
Assistant Principal

## SSHS SCHOOL SANITATION ACTION PLAN

Preface: DPHSS Sanitation Division conducted a comprehensive inspection of the campus on October 5,6,8, 2015. A total of 70 demerits were incurred during the initial inspection in October 2015. Follow up inspections were conducted on December 3, 29-30, 2015; January 5, 2016 and February 12, 2016:

Action Activities	Person Responsible	Timeline	Status
Establish a running list of observed deficiencies / violations	DEH	October 2015	Completed. Initial inspection completed in October 2015, Follow-up inspections were held in January 2016 and February 2016.
Continuously monitor work orders	Administrative Officer	Ongoing	On going.
Enlist internal / external stakeholders by forming a school improvement team	Administration	December 2015	Members of the team have been identified. The district has also established a school safety liaison team comprised of 2 members from Machananao Elementary school who are trained to inspect deficiencies.
Establish a baseline list of Do's / Don'ts based on critical areas of deficiencies AND present to faculty and staff	Principal	October 2015	Completed and presented to the faculty and staff during a faculty meeting in October 2015. See attached guidelines.
Report and monitor all deficiencies using the Munis Work Order system.	Administrative Officer	Ongoing	Staff reports all deficiencies to AO to input into Munis.
Conduct quarterly walkthroughs throughout the campus	Administration	Quarterly	November (2 <sup>nd</sup> quarter) walkthrough completed and inputted into the Munis Work Order system. February (3 <sup>rd</sup> quarter) walkthrough deadline is end of February, 2016
Establish student involvement opportunities to assist in maintaining school cleanliness	Student Body Association	Ongoing	Various clubs and organizations have adopted areas of the campus and have agreed to maintain cleanliness.
Enlist/solicit community partners to help address school deficiencies	Administration	Ongoing	The Yigo Mayor's Office has been a very strong community partner of the school.
Train school safety liaisons and	District DOE	Completed	SSHS School Safety Liaison team received



# DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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500 Mariner Avenue  
Barrigada, Guam 96913

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**JON J. P. FERNANDEZ**  
Superintendent of Education



## GDOE SCHOOL BUILDING INSPECTION REPORT

<b>REASON</b>		<b>INSPECTION STARTED</b>	<b>SCHOOL NAME:</b>
REGULAR		DATE 12/24/15	Simon Sanchez High School
FOLLOW-UP		INSPECTION TIME	DEPARTMENT/DIVISION:
COMPLAINT		3 HR. MIN.	Guam Department of Education
INVESTIGATION		INSPECTION ENDED	ADDRESS:
OTHER (Specify)	X	DATE 12/24/15	395 Juan Jacinto Road, Yigo Guam 96929
		SANITARY PERMIT #	PERMIT CATEGORY STATUS (Circle One)
		150000420	Permanent Temporary Current Expired

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	Total Demerits
3	<ul style="list-style-type: none"> <li>No evacuation map for pull station.</li> <li>Evacuation maps not posted in the classrooms.</li> </ul>	2
13	<ul style="list-style-type: none"> <li>Walls and ceilings needs to be cleaned in all the classrooms we inspected.</li> <li>Ceiling tiles cracked in Room 104.</li> <li>Water spots on the ceilings in Room 101, 229, girl's restroom near Room 230 above 3<sup>rd</sup> stall.</li> <li>Wall cracked leading up to the roof top in the library.</li> <li>Exposed ceiling tiles above staircase near Room 213.</li> <li>Paint peeling behind the gym (outside).</li> </ul>	2
14	<ul style="list-style-type: none"> <li>Double door handle needs to be repaired in Room 215.</li> </ul>	4
18	<ul style="list-style-type: none"> <li>Improper storage in Room 103 (electrical light bulb behind computer box).</li> <li>Instructional material on the floor in Room 103.</li> <li>Improper storage behind the gym.</li> <li>Choir props needs to be stored properly in the Choir room.</li> </ul>	2
19	<ul style="list-style-type: none"> <li>Exit door is not properly used due to blockage.</li> <li>Exposed cords in Room 103.</li> </ul>	2

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, see grade and timeline as to when violations need to be address:  
A - (0-10) Correct violations within 30 working days  
B - (11-20) Correct violations within 15 working days  
C - (21-40) Correct violations within 10 working days  
D - (41 or greater) Immediately

RECEIVED BY (Name and Title)	
Philip Tenorio	Custodian
GDOE INSPECTOR (Name and Title)	
Alvina Lynn S. Toves	Clerk Typist I



# DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

www.gdoe.net  
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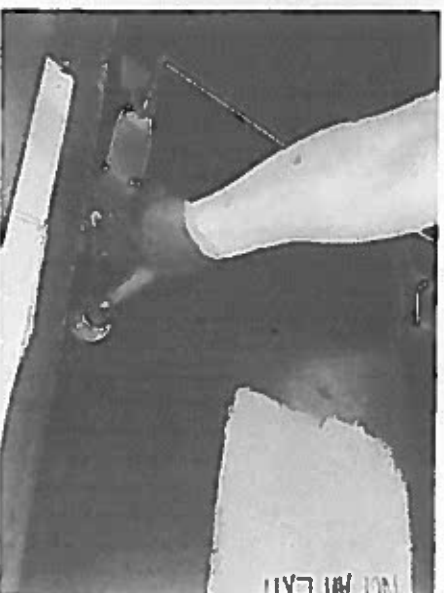
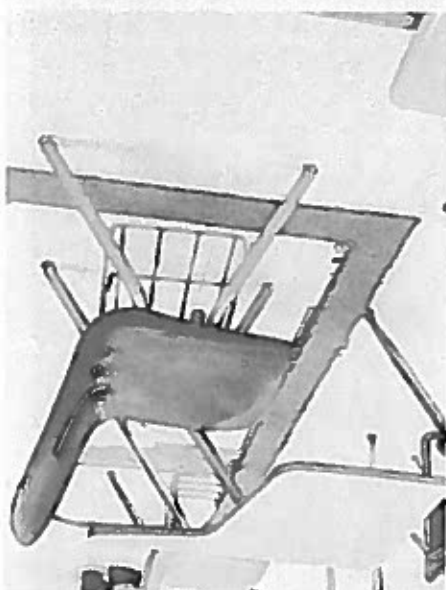
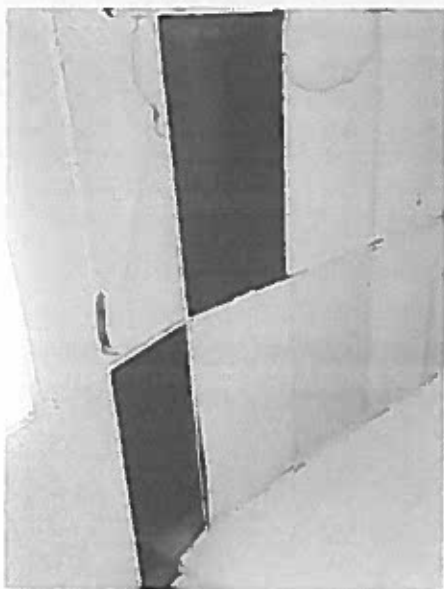


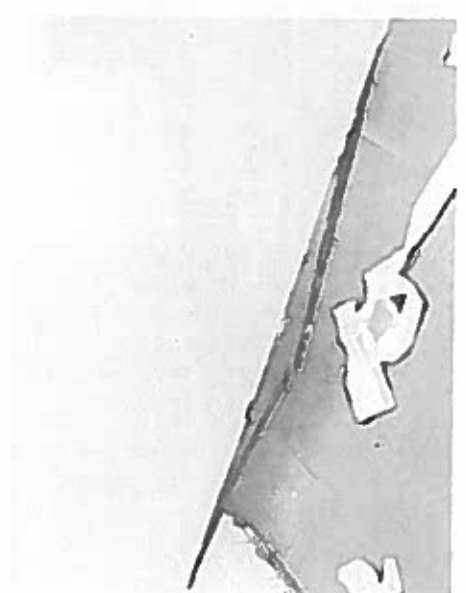
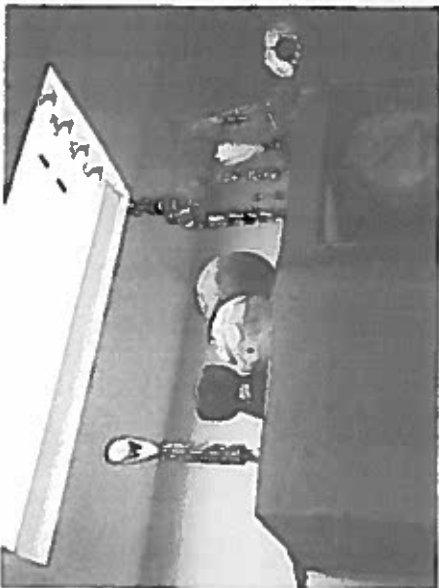
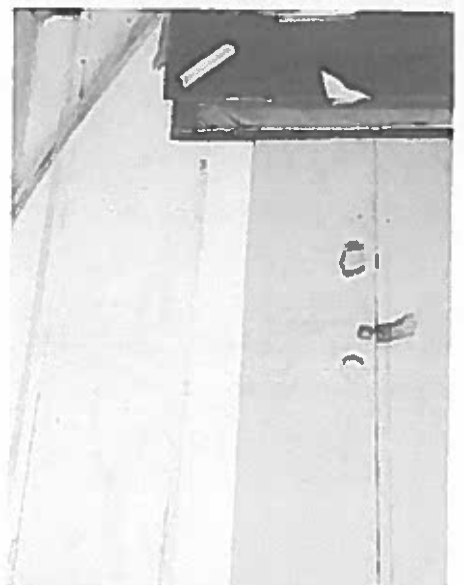
**JON J. P. FERNANDEZ**  
Superintendent of Education

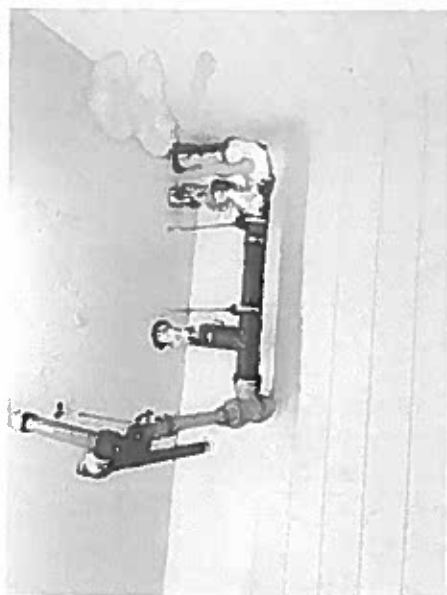
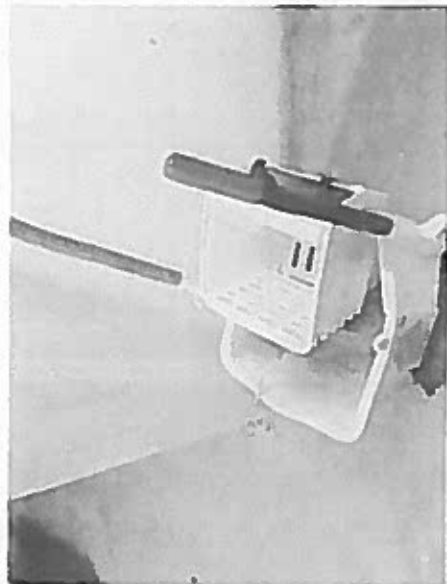
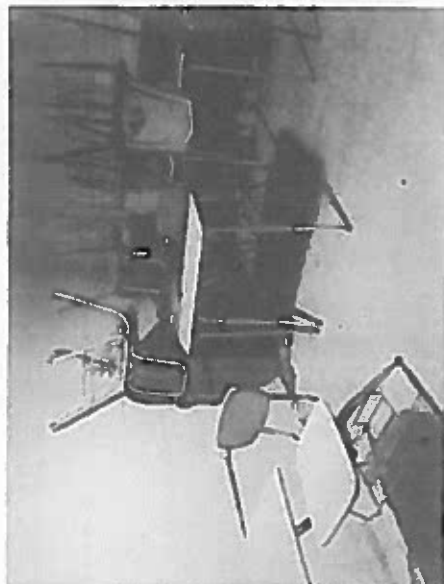
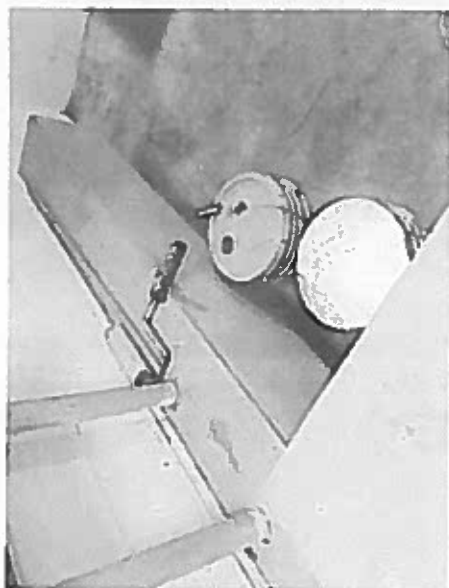
## GDOE SCHOOL BUILDING INSPECTION REPORT

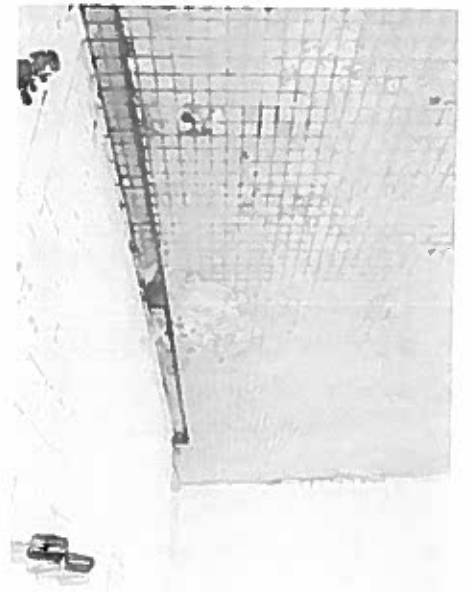
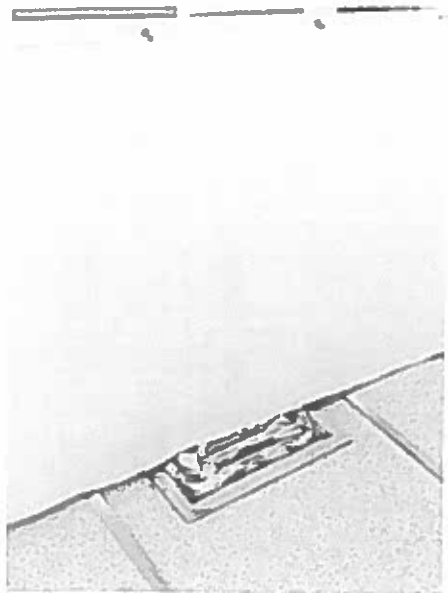
<b>REASON</b>		<b>INSPECTION STARTED</b>	<b>SCHOOL NAME:</b>
<b>REGULAR</b>		<b>DATE</b> 12/24/15	Simon Sanchez High School
<b>FOLLOW-UP</b>		<b>INSPECTION TIME</b>	<b>DEPARTMENT/DIVISION:</b>
<b>COMPLAINT</b>		3 HR. MIN.	Guam Department of Education
<b>INVESTIGATION</b>		<b>INSPECTION ENDED</b>	<b>ADDRESS:</b>
<b>OTHER (Specify)</b>	X	<b>DATE</b> 12/24/15	395 Juan Jacinto Road, Yigo Guam 96929
		<b>SANITARY PERMIT #</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent Temporary Current Expired
Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.			
<b>ITEM NO.</b>	<b>REMARKS</b>		<b>Total Demerits</b>
21	<ul style="list-style-type: none"> <li>Adequate odor in the girl's and boy's restroom (100's and 200's building).</li> <li>Dusty and covered diffusers in all the room, restroom and hallways we inspected.</li> </ul>		2
23	<ul style="list-style-type: none"> <li>Needs light shield protector in Room 230 and 226.</li> <li>Lights not working in Room 213 (10 light bulbs out).</li> <li>Girl's restroom completely burnt out near Room 212.</li> </ul>		2
31	<ul style="list-style-type: none"> <li>The following toilet facilities were observed to either unsanitary, and/or not properly supplied with toilet tissue, paper towels, soap, and liners for the trash bins.</li> <li>*Trash bins that are 33 gallons or more, needs to have the lids on.</li> <li>*Girl's restroom near Rooms 101, 230 and 212.</li> <li>*Boy's restroom near Room 106, 218 and the boy's restroom in the gym.</li> <li>*NO soap dispenser in the girl's restroom near Room 104.</li> </ul>		6
36	<ul style="list-style-type: none"> <li>Fire extinguish were on the floors in Room 103, 230, 202, 207, 206</li> </ul>		4
I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.			
*When any of the following items are cited above, see grade and timeline as to when violations need to be address: A - (0-10) Correct violations within 30 working days B - (11-20) Correct violations within 15 working days C - (21-40) Correct violations within 10 working days D - (41 or greater) Immediately		<b>RECEIVED BY (Name and Title)</b>  <b>GDOE INSPECTOR (Name and Title)</b> Philip Tenorio Custodian <b>GDOE INSPECTOR (Name and Title)</b> Alvina Lynn S. Toves Clerk Typist I	













[illegible]

## Claire Baradi

---

**From:** Carla Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Wednesday, March 16, 2016 4:46 AM  
**To:** Claire Baradi  
**Subject:** Fwd: Part 2  
**Attachments:** Sample Email Thread.pdf; ATT00001.htm; Sample Weekly Custodial Checklist.pdf; ATT00002.htm

Resending.

Sent from my iPhone

Begin forwarded message:

**From:** Carla Benita Masnayon <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>  
**Date:** March 14, 2016 at 11:53:16 AM ChST  
**To:** Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)>  
**Cc:** Carla Benita Masnayon <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>, "Jessica Rose P. Fejeran" <[jpfjeeran@gdoe.net](mailto:jpfjeeran@gdoe.net)>, "Kelly R. Sukola" <[krsukola@gdoe.net](mailto:krsukola@gdoe.net)>, Melvin Finona <[mmfinona@gdoe.net](mailto:mmfinona@gdoe.net)>, Rebecca Duenas <[raduenas@gdoe.net](mailto:raduenas@gdoe.net)>, "Christopher J. Anderson" <[cjanderson@gdoe.net](mailto:cjanderson@gdoe.net)>  
**Subject:** Part 2

--

Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
(C) 483-5400



Carla Benita Masnayan &lt;cdmasnayan@gdoe.net&gt;

---

**Departemental Support for DOE**1 message

---

Christopher J. Anderson &lt;cjanderson@gdoe.net&gt;

Sat, Oct 10, 2015 at 1:13 PM

To: mark.calvo@guam.gov, brian.sannicolas@guam.gov

Cc: Jon Fernandez &lt;jonfernandez@gdoe.net&gt;, "Craig T. Guevara" &lt;ctguevara@gdoe.net&gt;, "Carla D. Masnayan" &lt;cdmasnayan@gdoe.net&gt;, "Taling M. Taitano" &lt;tmtaitano@gdoe.net&gt;

Sir,

Good Morning. Craig Guevara (FM Manager), Carla, and I completed our review of remaining work. The list below are items that we could use support to better posture DOE for the final inspection. Let me know if you want me to deal directly with Cil Suda to follow through. Again, thanks for reaching out and being there for DOE.

DPW:

1. 50 cubic yards of base coarse.....used for the back field..mitigate mud from rain and vehicle access.
2. 10 cubic yards of pennsand;
3. Compactor to pack the base course applied

GWA:

1. 5 cubic yards of 2" drain rock

No personnel or other assets are needed at this time...just the resources stated above. Again, thanks for our assistance in keeping our schools open.

Chris

***Salna Ma'ase yan Si Yu'os un Binendial,***

Christopher Anderson  
Administrator, Student Support Services Division  
300-1621  
482-1268

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**JON J.P. FERNANDEZ**  
Superintendent of Education

## **DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT**

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500 Mariner Ave. Barrigada, Guam 96913  
Telephone (671)475-0457 or 300-1547/1536 • Fax: (671)472-5001  
Email: [jonfernandez@gdoe.net](mailto:jonfernandez@gdoe.net)



**October 12, 2015**

### **MEMORANDUM**

**TO:** Principal, Agueda Johnston Middle School  
Principal, CL Taitano Elementary School  
Principal, George Washington High School  
Principal, Jose Rios Middle School  
Principal, MU Lujan Elementary School  
Principal, Simon Sanchez High School

**FROM:** Superintendent of Education

**SUBJECT:** Community Supported School Maintenance Pilot Program Meeting

*Hafa Adai!* Please be advised that there is a meeting for all schools under the Community Supported School Maintenance Pilot Program scheduled for October 15, 2015 at 1:30 pm in the Superintendent's Conference Room.

The purpose of the meeting is to review the Department of Public Health and Social Services' (DPHSS) Inspection Reports and to find out where you are at with addressing all citations. At the meeting, please submit an update to the report that identifies the percentage of items completed. As a reminder, all facility maintenance issues should be keyed into MUNIS.

School inspections are going to happen throughout the school year. Given your status as pilot schools, there is a good chance that you will be the first schools visited. It is imperative that you take all necessary precautions to ensure that your schools are not shut down as a result of corrective actions not addressed.

If you have any questions feel free to contact Christopher Anderson at [cjanderson@gdoe.net](mailto:cjanderson@gdoe.net) or 300-1275.

  
**JON J.P. FERNANDEZ**

**cc:** Acting Deputy Superintendent, Assessment and Accountability  
Deputy Superintendent, ESCL  
Deputy Superintendent, FAS  
Acting Facilities and Maintenance Manager





**JON J.P. FERNANDEZ**  
Superintendent of Education

# **DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT**

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Email: jonfernandez@gdoe.net



December 3, 2015

## **MEMORANDUM**

**TO:** All School Administrators

**FROM:** Superintendent of Education

**SUBJECT:** School Health & Safety Inspection Training

*Hafa Adai!* There will be a Health and Safety Inspection training on December 14, 2015 from 8 am – 3 pm in the ESCL Conference Room, Tiyan, (2<sup>nd</sup> floor) Bldg. C. All primary and alternate Safety Liaisons are required to attend (see attachment). Training presentations will be given by the Department of Public Health and Social Services, Division of Environmental Health, the Guam Fire Department and the Guam Environmental Protection Agency.

If you have any questions or concerns, please contact Christopher Anderson at [cjanderson@gdoe.net](mailto:cjanderson@gdoe.net) or 300-1275.

**JON J.P. FERNANDEZ**

## **Attachment**

**cc:** Deputy Superintendent, ESCL  
Deputy Superintendent, FAS  
Acting Deputy Superintendent, AA  
Manager, Facilities and Maintenance



Carla Benita Masnayan <cdmasnayan@gdoe.net>

---

## Request for School Safety Liasons

6 messages

---

Christopher J. Anderson <cjanderson@gdoe.net>

Mon, Oct 26, 2015 at 2:38 PM

To: All Assistant Principals <assistant\_principals@gdoe.net>, All Principals <principals@gdoe.net>

Cc: Erika Cruz <ercruz@gdoe.net>, "Craig T. Guevara" <ctguevara@gdoe.net>, "Yolanda M. Duenas" <ymduenas@gdoe.net>, Jon Fernandez <jonfernandez@gdoe.net>

School Administrators,

A memo sent out in the early part of the school year, asked you to identify the SSL for the purposes of ensuring Fire Watches were being conducted and log maintained for schools without an operational fire alarm system. Also, this person was to create a map that identifies the locations of all certified extinguishers on campus.

Attached is the current list of all School Safety Liasons (SSLs) across the district. Unfortunately, most schools are still outstanding. Please email the names of your primary and alternate SSLs by NLT Thursday, October 29, 2015 to Yolanda Duenas at FM.

One of the main purposes of the primary/alternate SSLs is to establish internal teams to conduct health/safety inspections on all 41 schools. To keep the ratio of 1 (team of two): 1(school) or 1:2 at most, we need maximum engagement. DPHSS doesn't have the man power to go to each school and conduct inspections so we need to this ourselves. The plan is to establish the team, secure training from DPHSS, GFD, and EPA by mid November and then have them go out during Christmas break to do the inspections and provide the reports..

As recommended by DPHSS, each school should establish a School Improvement Team to address inspection reports done by DPHSS and/or the SSL team. To date, the only inspection reports were those done by DPHSS for the pilot schools. However, at a minimum, the SSL at each school can be assisting with conducting his/her school inspections to help drive the work of the School Improvement Team.

--

*Saina Ma'ase yan Si Yu'os un Binandisi,*

Christopher Anderson  
Administrator, Student Support Services Division  
300-1621  
482-1268

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---

Safety Liasons 10.26.15.xlsx  
15K

---

Hannah Gutierrez <hmgutierrez@gdoe.net>

Mon, Oct 26, 2015 at 3:36 PM

To: "Christopher J. Anderson" <cjanderson@gdoe.net>  
Cc: All Assistant Principals <assistant\_principals@gdoe.net>, All Principals <principals@gdoe.net>, Erika Cruz <ercruz@gdoe.net>, "Craig T. Guevara" <ctguevara@gdoe.net>, "Yolanda M. Duenas" <ymduenas@gdoe.net>, Jon Fernandez <jonfernandez@gdoe.net>

AHES Primary is Jeanette Superales and alternate is Claire Arceo

[Quoted text hidden]

--

Hannah Gutierrez  
Principal  
Agana Heights Elementary School  
hmgutierrez@gdoe.net

---

Carla Masnayan <cdmasnayan@gdoe.net>  
To: "Christopher J. Anderson" <cjanderson@gdoe.net>

Tue, Oct 27, 2015 at 3:35 PM

Hello Mr. Anderson,

The SSHS School Safety Liaison is Greg Perez and the alternate is Rey Villafior.

Thank you!

Sent from my iPhone

[Quoted text hidden]

| <Safety Liasons 10.26.15.xls>

---

Yolanda M. Duenas <ymduenas@gdoe.net> Thu, Oct 29, 2015 at 10:06 AM  
To: Janice Chargualaf <jachargualaf@gdoe.net>, "Darlene Cruz Castro (Juan Q. San Miguel ES)" <dccastro@gdoe.net>, Tricia Moylan <tbmoylan@gdoe.net>, "Lisa Marie S. Cooper-Nurse" <lscooper-nurse@gdoe.net>, Robert Martinez <rgmartinez@gdoe.net>, "Michael G. Meno" <mgmeno@gdoe.net>, "Barbara R. Adamos" <bradamos@gdoe.net>, Sophia Duenas <ssnduenas@gdoe.net>, ejmesa@gdoe.net, Carla Benita Masnayan <cdmasnayan@gdoe.net>

Good Morning,

Just a friendly reminder. Please forward names to me by close of business today.

Regards,

[Quoted text hidden]

--

**Yolanda Mendiola Duenas**  
Program Coordinator II  
Guam Department of Education  
Facilities & Maintenance Division  
Direct Line: (671) 300-2466  
(671) 475-0629  
Fax: (671) 472-7040

---

 Safety Liasons 10.26.15.xlsx  
15K

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Carla Masnayan <cdmasnayan@gdoe.net>  
To: "Yolanda M. Duenas" <ymduenas@gdoe.net>

Thu, Oct 29, 2015 at 1:16 PM

Sorry, I sent it to Mr. Anderson.

Sent from my iPhone

Begin forwarded message:

**From:** Carla Masnayan <cdmasnayan@gdoe.net>  
**Date:** October 27, 2015 at 3:35:31 PM ChST  
**To:** "Christopher J. Anderson" <cjanderson@gdoe.net>  
**Subject:** Re: Request for School Safety Liasons

[Quoted text hidden]

---

**Yolanda M. Duenas** <ymduenas@gdoe.net>  
**To:** Carla Masnayan <cdmasnayan@gdoe.net>

Thu, Oct 29, 2015 at 6:29 PM

Good Evening,

Well noted.

Regards,

[Quoted text hidden]

--

**Yolanda Mendiola Duenas**  
**Program Coordinator II**  
Guam Department of Education  
Facilities & Maintenance Division  
**Direct Line: (671) 300-2466**  
**(671) 475-0629**  
**Fax: (671) 472-7040**





Carla Benita Masnayan &lt;cdmasnayan@gdoe.net&gt;

---

**RE: Status: School Pilot Program**

4 messages

Claire Baradi &lt;Claire.Baradi@dphss.guam.gov&gt;

Wed, Nov 25, 2015 at 11:30 AM

To: "nadelacruz@gdoe.net" <nadelacruz@gdoe.net>, "jscastro@gdoe.net" <jscastro@gdoe.net>, "jmpetite@gdoe.net" <jmpetite@gdoe.net>, "aslegaspi@gdoe.net" <aslegaspi@gdoe.net>, "nctaitingfong@gdoe.net" <nctaitingfong@gdoe.net>, "lsavilla@gdoe.net" <lsavilla@gdoe.net>, "daroberto@gdoe.net" <daroberto@gdoe.net>, "cdmasnayan@gdoe.net" <cdmasnayan@gdoe.net>, "mmfinona@gdoe.net" <mmfinona@gdoe.net>

Cc: "Rosanna Y. Rabago" <Rosanna.Rabago@dphss.guam.gov>, Masatomo Nadeau <Masatomo.Nadeau@dphss.guam.gov>, "Jerome P. Garcia" <Jerome.Garcia@dphss.guam.gov>, Duane Dominguez <Duane.Dominguez@dphss.guam.gov>, Michelle Lastimoza <Michelle.Lastimoza@dphss.guam.gov>, "Katherine B. Duenas" <Katherine.Duenas@dphss.guam.gov>, "Christopher J. Anderson" <cjanderson@gdoe.net>

Good Morning, Pilot School Principals and POCs.

We would like to remind you that you have a resource available to assist you in your progress to meet the requirements toward school building sanitation. DEH is here to help answer questions and meet with you and your School Improvement Team. As a Pilot school, you have the opportunity to meet with us one-on-one. I know you are all extremely busy, but please take the time to read the School Building Sanitation Implementation and develop your School Implementation Team. I will be more than happy to meet with you and your team to help educate and train you through a walk-through assessment of your school.

I am pleased to announce that I have had the opportunity to work in partnership with the following schools. They are on their way toward compliance, if not already. Congratulations on your forward movement!

MU Lujan Elementary School

CL Taitano Elementary School

Agueda Johnston Middle School

Simon Sanchez High School

Please do not hesitate to call me to schedule a preliminary or follow-up meeting.

Thank you and Happy Thanksgiving!

Claire M. Baradi

Environmental Public Health Officer III

Division of Environmental Health

Department of Public Health & Social Services

123 Chalan Kareta

Mangilao, GU 96913-6304

(671)735-7522 Office (671) 734-5556 Fax

claire.baradi@dphss.guam.gov

---

**From:** Claire Baradi

**Sent:** Wednesday, October 14, 2015 3:00 PM

**To:** 'nadelacruz@gdoe.net'; 'jscastro@gdoe.net'; 'jmpetite@gdoe.net'; 'aslegaspi@gdoe.net';

'nctatlingfong@gdoe.net'; 'isavilla@gdoe.net'; 'daroberto@gdoe.net'; 'cdmasnayon@gdoe.net'; 'mmfinona@gdoe.net'

**Cc:** Rosanna Y. Rabago

**Subject:** Status: School Pilot Program

**Importance:** High

Hafa Adail

Hope your school year has been productive and rewarding so far and you were able to attend our School Sanitation Training for the Pilot Program in Tiyan early September.

I have officially inherited the School Sanitation Pilot Program from Ms. Della Tibbs. It has been some time since Della provided the tools to you regarding the school pilot program and I am hoping that most if not all of you have had the opportunity to glance over the four books and implement this program using the tools supplied to you:

1. Comprehensive Assessment Report,
2. Guidance Manual for School Building Sanitation,
3. School Building Sanitation Implementation Workbook and the
4. School Building Sanitation Toolkit

I understand that you may all be at varying states of implementation of the program. I want to encourage you to take the time to utilize it. I have meetings set up with some of you and am happy to provide support and guidance in your implementation. If we haven't already, I would like the opportunity to meet with the each school to discuss your progress, challenges you are experiencing, or follow up on our last meeting..

Looking forward to hearing from you.

Thank you.

Claire M. Baradi  
Environmental Public Health Officer III  
Division of Environmental Health  
Department of Public Health & Social Services  
123 Chalan Kareta  
Mangilao, GU 96913-6304  
(671)735-7522 Office (671) 734-5556 Fax  
[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

---

Christopher J. Anderson <[cjanderson@gdoe.net](mailto:cjanderson@gdoe.net)>

Thu, Nov 26, 2015 at 2:28 PM

To: Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)>

Cc: "nadelacruz@gdoe.net" <[nadelacruz@gdoe.net](mailto:nadelacruz@gdoe.net)>, "jscastro@gdoe.net" <[jscastro@gdoe.net](mailto:jscastro@gdoe.net)>, "jmpetite@gdoe.net" <[jmpetite@gdoe.net](mailto:jmpetite@gdoe.net)>, "aslegaspi@gdoe.net" <[aslegaspi@gdoe.net](mailto:aslegaspi@gdoe.net)>, "nctaitingfong@gdoe.net" <[nctaitingfong@gdoe.net](mailto:nctaitingfong@gdoe.net)>, "lsavilla@gdoe.net" <[lsavilla@gdoe.net](mailto:lsavilla@gdoe.net)>, "daroberto@gdoe.net" <[daroberto@gdoe.net](mailto:daroberto@gdoe.net)>, "cdmasnayon@gdoe.net" <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>, "mmfinona@gdoe.net" <[mmfinona@gdoe.net](mailto:mmfinona@gdoe.net)>, "Rosanna Y. Rabago" <[Rosanna.Rabago@dphss.guam.gov](mailto:Rosanna.Rabago@dphss.guam.gov)>, Masatomo Nadeau <[Masatomo.Nadeau@dphss.guam.gov](mailto:Masatomo.Nadeau@dphss.guam.gov)>, "Jerome P. Garcia" <[Jerome.Garcia@dphss.guam.gov](mailto:Jerome.Garcia@dphss.guam.gov)>, Duane Dominguez <[Duane.Dominguez@dphss.guam.gov](mailto:Duane.Dominguez@dphss.guam.gov)>, Michelle Lastimoza <[Michelle.Lastimoza@dphss.guam.gov](mailto:Michelle.Lastimoza@dphss.guam.gov)>, "Katherine B. Duenas" <[Katherine.Duenas@dphss.guam.gov](mailto:Katherine.Duenas@dphss.guam.gov)>, Oyaol Ngrairiki <[oya@guam.gov](mailto:oya@guam.gov)>, Vincent Leon Guerrero <[vincent.leonguerrero@guam.gov](mailto:vincent.leonguerrero@guam.gov)>

Claire,

Happy Thanksgiving to you and your family. I understand you were able to do a re-inspection of CLTES. Will they be getting an official report on there final demerits?

Any updates on the training for the School Safety Liaisons? It would be great to get them trained before the schools go on Christmas break so they can use the intercession to do the inspections. Please advise.

chris

[Quoted text hidden]

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***Saina Ma'ase yan Si Yu'os un Binendisai,***

Christopher Anderson  
Administrator, Student Support Services Division  
300-1621  
482-1268

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Carla Masnayon <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>

Thu, Nov 26, 2015 at 2:42 PM

To: "Christopher J. Anderson" <cjanderson@gdoe.net>  
Cc: Claire Baradi <Claire.Baradi@dphss.guam.gov>

Hello Claire,

Thank you very much for working with us throughout the inspection at SSHS. We were originally scheduled for re-inspection on Friday but the Governor has declared it a holiday. Please let us know when your team will be available for the re-inspection.

Happy Thanksgiving!

Carla Masnayon

Sent from my iPhone

[Quoted text hidden]

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Claire Baradi <Claire.Baradi@dphss.guam.gov>

Fri, Nov 27, 2015 at 9:31 AM

To: Carla Masnayon <cdmasnayon@gdoe.net>, "Christopher J. Anderson" <cjanderson@gdoe.net>, "mmfinona@gdoe.net" <mmfinona@gdoe.net>

Cc: Masatomo Nadeau <Masatomo.Nadeau@dphss.guam.gov>, "Rosanna Y. Rabago" <Rosanna.Rabago@dphss.guam.gov>, "Katherine B. Duenas" <Katherine.Duenas@dphss.guam.gov>, Michelle Lastimoza <Michelle.Lastimoza@dphss.guam.gov>

Good Morning, Principal Masnayon.

Happy Thanksgiving weekend!

I sent an email to your gdoe email address regarding the postponement of the re-inspection on Wednesday. I hope it reached you, but if not, I've inserted it below:

-----

Good Morning, Principal Masnayon and Mr. Anderson,

Hope all is well.

According to the SSHS School Building Inspection Report conducted on October 5, 6, and 8, 2015, we are scheduled for the follow-up inspection of your school on Friday, November 27, 2015; however, due to the declaration that Friday is a holiday, we would like to postpone your inspection to Thursday, December 3, 2015, 8:30a.m.

If you have any questions, please do not hesitate to contact us.

Happy Thanksgiving. Have a pleasant holiday weekend.

-----  
Thank you!



Claire M. Baradi

Environmental Public Health Officer III

Division of Environmental Health

Department of Public Health & Social Services

123 Chalan Kareta

Mangilao, GU 96913-6304

(671)735-7502 Office (671) 734-5556 Fax

[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

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**From:** Carla Masnayan <[cdmasnayan@gdoe.net](mailto:cdmasnayan@gdoe.net)>

**Sent:** Thursday, November 26, 2015 2:42 PM

**To:** Christopher J. Anderson

**Cc:** Claire Baradi

**Subject:** Re: Status: School Pilot Program

[Quoted text hidden]



Carla Benita Masnayan <cdmasnayan@gdoe.net>

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## School Health and Safety Regulatory Inspections

1 message

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Christopher J. Anderson <cjanderson@gdoe.net>

Tue, Dec 22, 2015 at 8:22 AM

To: All Assistant Principals <assistant\_principals@gdoe.net>, All Principals <principals@gdoe.net>, Erika Cruz <ercruz@gdoe.net>, Jon Fernandez <jonfernandez@gdoe.net>

All,

Buenas! In support of Goal 4; Objective 4.4, School Safety Liaison Teams will start inspecting their assigned school starting December 24, 2015 or shortly thereafter. There are only five days for them to accomplish this objective so please ensure that you designate a POC to accompany them during the inspections. This person should have keys to the entire facility.

The teams will need to assess ratios for water coolers, toilets, sinks, etc...Please instruct your POC to have your total student population broken down by males and females. Also, the teams will only be inspecting 25% of your classrooms so please have your total count available so they can determine the total to be inspected.

The DSESCL and I will be working the teams the week of January 4th 2016 to assist them with finalizing their reports. They will then meet with administrators the week of January 11, 2016 to review and provide you with the report. Depending the number of demerits, schools will have a set number of days to submit their action plan of how they will address their demerits. See the schedule below:

A (0-10): 30 Days  
B (11-20): 15 days  
C (21-40): 10 days  
D (41-greater): Immediately

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*Saina Ma'ase yan Si Yu'os un Binendisi,*

Christopher Anderson  
Administrator, Student Support Services Division  
300-1621  
482-1268

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# ATTACHMENT A

## GDOE'S Contractor's Custodial CHECKLIST

(30 pages)

NAME OF SCHOOL:

Simons A. Sanchez High

INSPECTED BY:

M. Finora

DATE:

3/4/16

MONTH:

☐ JULY

☐ AUG

☐ SEPT (Q)

☐ OCT

☐ NOV

☐ DEC(Q)

☐ JAN

☐ FEB

☒ MAR(Q)

☐ APR

☐ MAY

☐ JUNE(Q)

### WEEKLY CHECKLIST (Monday through Friday)

Week: 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐

		Yes	NO	N/A	Date of Corrective Action
<b>25%</b>	<b>Restrooms - DAILY</b>				
1	Are vinyl tiles and/or ceramic floors cleaned daily and wet mopped or scrubbed as required by the bid requirements?	✓			
2	Are commodes (water closets) and urinals cleaned daily?	✓			
3	Are sinks, washbasins, and shower stalls cleaned daily?	✓			
4	Are countertops/lavatories and mirrors cleaned daily?	✓			
5	Are the waste containers emptied daily? Are liners used?	✓			
6	Is there an adequate supply of toiletries/paper products available at all times?	✓			
7	Are floor and sink drains clear and free-flowing?				
8	Are all plumbing fixtures cleaned regularly (faucets, flush meters & valves etc.)?		✓		
9	Did contractor secure their equipment and cleaning materials or other objects in areas accessible by students and unauthorized storage rooms or other areas?	✓			
***When Policing toilet rooms: Toilet rooms must be free of all paper, trash, empty bottles and other discarded materials.					
	<b>Restrooms - MONTHLY</b>				
1	Are doors, jambs, windows, sills and partitions cleaned monthly?		✓		
	<b>Restrooms - QUARTERLY</b>				
1	High Cleaning from floor to ceiling performed Quarterly?				
2	Air conditioning supply/return and exhaust diffusers/grilles cleaned Quarterly?				
	<b>Restrooms - SEMI-ANNUALLY</b>				
1	Are vinyl tiles and/or ceramic floors cleaned and waxed as required by the bid requirements?				
	<b>Restrooms - ANNUALLY</b>				
1	Stripping & Sealing of Hardfloor areas performed annually?				

# ATTACHMENT A

## GDOE'S Contractor's Custodial CHECKLIST

Week: 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐

		Yes	NO	N/A	Date of Corrective Action
<b>15%</b>	<b>Common Areas - Main Entrances, lobbies, corridors, hallways, stairways, elevators, and storages - DAILY</b>				
1	Are vinyl tiles and/or ceramic floors cleaned daily and damp mopped as required by the bid requirements?		✓		
2	Are floors and carpets cleaned and daily swept/vacuumed?		✓		
3	Are waste containers emptied daily? Are liners used?	✓			
4	Did contractor secure their equipment and cleaning materials or other objects in areas accessible by students and unauthorized storage rooms or other areas?	✓			
5	Are drinking fountains cleaned daily?	✓			
6	Sidewalks, Parking Areas, Entrances, Landings, Stairs, Driveways, Courts, Grounds and Fence Lines Cleared of debris?		✓		
	<b>Common Areas - Main Entrances, lobbies, corridors, hallways, stairways, elevators, and storages - WEEKLY(3x)</b>				
1	Main entrances are flushed/hosed down with water 3 times per week?		✓		
	<b>Common Areas - Main Entrances, lobbies, corridors, hallways, stairways, elevators, and storages - EVERY TWO MONTHS</b>				
1	Entrance, Elevator and Area Rugs/Carpets shampooing performed every two months?				
	<b>Common Areas - Main Entrances, lobbies, corridors, hallways, stairways, elevators, and storages - QUARTERLY</b>				
1	High Cleaning from floor to ceiling performed Quarterly?				
2	Air conditioning supply/return and exhaust diffusers/grilles cleaned Quarterly?				
	<b>Common Areas - Main Entrances, lobbies, corridors, hallways, stairways, elevators, and storages rooms - SEMI-ANNUALLY</b>				
1	Are vinyl tiles and/or ceramic floors cleaned and waxed as required by the bid requirements?				
	<b>Common Areas - Main Entrances, lobbies, corridors, hallways, stairways, elevators, and storage rooms - ANNUALLY</b>				
1	Carpet Shampooing of Lobbies and Corridors performed annually?				
2	Stripping & Sealing of Hardfloor areas performed annually?				



# ATTACHMENT A

## GDOE'S Contractor's Custodial CHECKLIST

Week: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>		Yes	NO	N/A	Date of Corrective Action
<b>25%</b>	<b>Classrooms, Laboratories, Shops and Loading Areas - DAILY</b>				
1	Are vinyl tiles and/or ceramic floors cleaned daily as required by the bid requirements?	✓			
2	Are floor carpets cleaned and daily swept/vacuumed free of obvious dirt, dust and other debris daily?	✓			
3	Are waste containers emptied daily? Are liners used?	✓			
4	Did contractor secure their equipment and cleaning materials or other objects in areas accessible by students and unauthorized storage rooms or other areas?	✓			
5	Are drinking fountains cleaned daily?	✓			
6	Are sinks/wash basins cleaned daily?	✓			
7	Are countertops/lavatories and mirrors cleaned daily?	✓			
	<b>Classrooms, Laboratories, Shops and Loading Areas - WEEKLY</b>				
1	Thoroughly dust all vertical surfaces and under surface of furnitures weekly (such as knee wells, teacher chair, table legs, etc.).	✓			
2	Damp wipe both sides of glass indoors, partitions, and bookcases, and any other glass within approximately 70 inches off the floor, weekly.	✓			
	<b>Classrooms, Laboratories, Shops and Loading Areas - EVERY TWO WEEKS</b>				
1	Damp mop and spray buff all hard and resilient flooring every two weeks.	✓			
	<b>Classrooms, Laboratories, Shops and Loading Areas - MONTHLY</b>				
1	Are floor carpets cleaned and thoroughly swept/vacuumed monthly?				
2	Are doors, jambs, windows, sills and partitions cleaned monthly?				
	<b>Classrooms, Laboratories, Shops and Loading Areas - QUARTERLY</b>				
1	High Cleaning from floor to ceiling performed Quarterly?				
2	Air conditioning supply/return and exhaust diffusers/grilles cleaned Quarterly?				
	<b>Classrooms, Laboratories, Shops and Loading Areas - SEMI-ANNUALLY</b>				
1	Strip, wax, and buff wood flooring.				
	<b>Classrooms, Laboratories, Shops and Loading Areas - ANNUALLY</b>				
1	Are vinyl tiles and/or ceramic floors cleaned, stripped and waxed as required by the bid requirements?				
2	Did contractor strip & apply four coats of floor finish to Hardfloor areas as required annually?				

# ATTACHMENT A

## GDOE'S Contractor's Custodial CHECKLIST

Week: 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Yes	NO	N/A	Date of Corrective Action
-----	----	-----	---------------------------

<b>20%</b>	<b>Gymnasiums, Libraries, and Offices - DAILY</b>				
1	Are vinyl tiles and/or ceramic floors cleaned daily as required by the bid requirements?	✓			
2	Are floor carpets cleaned and daily swept/vacuumed free of obvious dirt, dust and other debris daily?	✓			
3	Are waste containers emptied daily? Are liners used?	✓			
4	Did contractor secure their equipment and cleaning materials or other objects in areas accessible by students and unauthorized storage rooms or other areas?	✓			
5	Are drinking fountains cleaned daily?	✓			
6	Are sinks/wash basins cleaned daily?	✓			
7	Are countertops/lavatories and mirrors cleaned daily?	✓			
	<b>Gymnasiums, Libraries, and Offices - MONTHLY</b>				
1	Are doors, jambs, windows, sills and partitions cleaned monthly?		✓		
	<b>Gymnasiums, Libraries, and Offices - QUARTERLY</b>				
1	High Cleaning from floor to ceiling performed Quarterly?		✓		
2	Air conditioning supply/return and exhaust diffusers/grilles cleaned Quarterly?		✓		
	<b>Gymnasiums, Libraries, and Offices - ANNUALLY</b>				
1	Stripping & Sealing of Hardfloor areas performed Annually? (not applicable to wooden flooring courts)				
2	Are vinyl tiles and/or ceramic floors cleaned, stripped, and waxed as required by the bid requirements annually?				

<b>15%</b>	<b>Dining Areas- DAILY</b>	<b>Yes</b>	<b>NO</b>	<b>N/A</b>	<b>Date of Corrective Action</b>
1	Are drinking fountains cleaned daily?	✓			
	<b>Dining Areas- SEMI-ANNUALLY</b>				
1	Did contractor strip & apply four coats of floor finish to Hardfloor areas as required semi-annually?				
2	Did contractor secure their equipment and cleaning materials or other objects in areas accessible by students and unauthorized storage rooms or other areas?				

# ATTACHMENT A

## GDOE'S Contractor's Custodial CHECKLIST

Week: 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Yes	NO	N/A	Date of Corrective Action
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**\*\*NOTE: ALL DAILY ACTIVITIES ON THIS CHECKLIST IS ONLY APPLICABLE WHEN REGULAR CLASS OR SUMMER SCHOOL IS IN SESSION.**

### OVERALL EVALUATION:

VERY GOOD ☐  
 SATISFACTORY ☒  
 NEEDS IMPROVEMENT ☐  
 UNSATISFACTORY ☐

**FREQUENCIES:**  
 DAILY - When school is in session  
 WEEKLY - Once a week  
 BI-WEEKLY - Every two weeks or twice a month  
 MONTHLY - Once every month  
 QUARTERLY - Once every three months  
 SEMI-ANNUALLY - Twice a year

### Performance Rating Description:

Very Good - No discrepancy throughout the week  
 Satisfactory - With discrepancies throughout the week (less than 12)  
 Needs Improvement - Discrepancies being addressed (more than 13)  
 Unsatisfactory - Discrepancies not being addressed weekly (more than 13)

### COMMENTS:

*Ayn, Hallway, and outside trash containers need more attention*

### GDOE School Inspector:

*M. Fina*  
 (Print & Sign:)

*AP.* *3/9/14*  
 TITLE: DATE:

### Contractor Representative:

(Print & Sign:)

TITLE: DATE:

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date: 1-29-16

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Mnt, Cabinet, Furniture, Ceiling)	Flushing of the hallways (Jr, Sr, H)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
Main Office											
Principal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mr. Rhona - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ms. Fejerman - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ms. Duenas - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Admin Office - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Computer Lab	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Nurse Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Counseling Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff Lounge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cafeteria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cafeteria Hallway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
GYM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girls Locker Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girls - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys Locker Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: John Date: 1-29-16

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wet, Cobweb, Furniture, Ceiling)	Flushing of the Hallways (3x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
300's											
101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
102	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
103	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
104	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
105	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
106	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
107	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
108	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
109	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
111	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
112	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
113	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
114	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
115	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
116	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
117	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
118	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
119	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
120	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
121	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: Check marked boxes (x) when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: [Signature] Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_



## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date: 2-29-16

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wax, Cobweb, Furniture, Ceiling)	Flushing of the hallways (fix a block)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
200's											
Girls - RR (212)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Boys - RR (214)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Girls - RR (230)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Boys - RR (201)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
201	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
202	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
203	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
204	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
205	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
206	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
207	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
208	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
209	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
210	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
211	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
213	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
214	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
215	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
216	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
217	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
218	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
219	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
220	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tis us, Paper Towel, Hand Soap).

i verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: J. Sanchez

Date: 2-29-16

REVIEWED BY SCHOOL REPRESENTATIVE:

Date:

Prepared By: Karina

## GCM - GDOE DAILY TASK CHECKLIST

**School: Simon Sanchez HS**

Date: 2-29-16

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Mtz, Cobweb, Furniture, Ceiling)	Flushing of the hallways (1, 2)	Vacuum Carpet	Clean Sinks	Secured Lights	Secured Doors	Remarks
221	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
222	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
223	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
224	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
225	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
226	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
227	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
228	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
229	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
230	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
300's (Buckens)											
Girls - RR	[X]	[X]	[X]	[X]							
Boys - RR	[X]	[X]	[X]	[X]							
Drinking Fountain	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	CLEANED
301	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	
302	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	
303	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	
304	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	
305	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
306	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
307	[ ]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
308	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	
309	[X]	[ ]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
310	[X]	[X]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	
311	[X]	[ ]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[X]	[X]	

**Note:** Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

**I verify the above work performed is cleaned and acceptable.**

**GCM EMPLOYEE: Print Name and Signature:**

**Debt:**

**REVIEWED BY SCHOOL REPRESENTATIVE:**

**QUESTIONS**

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wet, Cobweb, Furniture, Ceiling)	Flushing of the Restrooms (1 x 1)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
312	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
313	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
314	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
315	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
316	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
317	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
318	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
319	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
320	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
321 (Automotive)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
400's (Science)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girl - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
401	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
402	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
403	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
404	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
405	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
406	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
407	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
408	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
409	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
410	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
411	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
412	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

CLEAN AND SANITIZE RESTROOMS:  
 Restroom Supplies [ ] Flush Floor (as needed) [ ] Mirror [ ]  
 Sink/Pictures [ ] Urinal [ ] Toilet [ ]

WEEK  
 CLEANED

Notes: Check marked boxes [ x ] when tasks are complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).  
 I verify the above work performed is complete and acceptable.

GCM EMPLOYEE: Print Name and Signature:

Signature: *Greg Dimery*  
 Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE:

Date:

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date: 3-1-11

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wrt. Cabinets, Furniture, Ceiling)	Flushing of the Hallways (3x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
Main Office											
Principal	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Mr. Rhona - AP	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Ms. Pejeran - AP	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Ms. Duenas - AP	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Admin Office - RR	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Computer Lab	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Library	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Drinking Fountain	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Nurse Office	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Counseling Office	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Staff Lounge	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Ladies)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Mens)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Cafeteria	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Ladies)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Mens)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Cafeteria Hallway	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
GYM	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Girls Locker Room	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Girls - RR	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Boys - RR	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Boys Locker Room	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Drinking Fountain	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	

Note: Check marked boxes [x] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

Verify the above work performed is checked and acceptable.

GCM EMPLOYEE: Print Name and Signature: [Signature]

Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared By: Katrina



## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Linens	Sweep Floor	Mop Floor	Dusting (Vent, Cobwebs, Furniture, Ceiling)	Flushing of the hallways (2x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
100's											
101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
102	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
103	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
104	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
105	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
106	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
107	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
108	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
109	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
111	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
112	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
113	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
114	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
115	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
116	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
117	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
118	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
119	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
120	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
121	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Notes: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: Ray Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_



## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WANG	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Vest, Cabinets, Perimeter, Ceiling)	Flushing of the hallways (3x a m - 1)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
200's											
Girls - RR (212)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Boys - RR (214)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Girls - RR (230)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Boys - RR (201)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Drinking Fountain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLEANED
Drinking Fountain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLEANED
201	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
202	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
203	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
207	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
208	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
209	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
210	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
211	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
213	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
214	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
215	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
216	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
217	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
218	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
219	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
220	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is checked and accurate.

GCM EMPLOYEE: Print Name and Signature Simon Sanchez Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared By: Katrina

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wet, Corbels, Furniture, Ceiling)	Flushing of the Hallways (3x a Week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
221	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
223	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
224	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
225	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
226	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
227	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
228	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
229	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
230	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
300's (Bulders)											
Girls - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CLEANED
301	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
302	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
303	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
304	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
305	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
306	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
307	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
308	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
309	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
310	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
311	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: Check marked boxes [ x ] when tasks are complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date: \_\_\_\_\_



## GCM - GOOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date: 3-3-16

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Verz. Cabinets, Furniture, Ceiling)	Flushing of the Hallways (1x1)	Vacuum Carpet	Clean Sinks	Secured Lights	Secured Doors	Remarks
Main Office											
Principal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mr. Finora - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ms. Fejeran - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ms. Duennas - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Admin Office - RA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Computer Lab	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OKed
Nurse Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Counseling Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff Lounge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cafeteria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cafeteria Hallway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
GYM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girls Locker Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girls - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys Locker Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OKed

Note: Check marked boxes [ x ] when tasks are complete. Replenish all supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: Simon Sanchez Date: 3-3-16

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wet, Cabinets, Furniture, Ceiling)	Mopping of the hallways (if applicable)	Vacuum Carpet	Clean Sinks	Secured Lights	Secured Doors	Remarks
300's											
301	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
302	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
303	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
304	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
305	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
306	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
307	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
308	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
309	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
310	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
311	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
312	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
313	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
314	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
315	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
316	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
317	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
318	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
319	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
320	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
321	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Drinking Fountain	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Drinking Fountain	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Ladies)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Mens)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	

CLEAN AND SANITIZE RESTROOMS:

 Replenish Supplies [ ] Flush Floor (as needed) [ ] Mirror [ ]  
 Sink/Furniture [ ] Urinal [ ] Toilet [ ]

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tis, Paper Towel, Hand Soap).

I verify the above work performed is completed and acceptable.

 GCM EMPLOYEE: Print Name and Signature: John

Date:

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date:



## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date: 3-3-16

WING	Empty Trash	Replace Urinals	Sweep Floor	Mop Floor	Dusting (Wc, Corbels, Pillars, Ceiling)	Flushing of the hallways (2x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
200's											
Girls - RR (212)	[x]	[x]	[x]	[x]							
Boys - RR (214)	[x]	[x]	[x]	[x]							
Girls - RR (230)	[x]	[x]	[x]	[x]							
Boys - RR (201)	[x]	[x]	[x]	[x]							
Drinking Fountain	[x]	[x]	[x]	[x]							
Drinking Fountain	[x]	[x]	[x]	[x]							
201	[x]	[x]	[x]	[x]							
202	[x]	[x]	[x]	[x]							
203	[x]	[x]	[x]	[x]							
204	[x]	[x]	[x]	[x]							
205	[x]	[x]	[x]	[x]							
206	[x]	[x]	[x]	[x]							
207	[x]	[x]	[x]	[x]							
208	[x]	[x]	[x]	[x]							
209	[x]	[x]	[x]	[x]							
210	[x]	[x]	[x]	[x]							
211	[x]	[x]	[x]	[x]							
212	[x]	[x]	[x]	[x]							
213	[x]	[x]	[x]	[x]							
214	[x]	[x]	[x]	[x]							
215	[x]	[x]	[x]	[x]							
216	[x]	[x]	[x]	[x]							
217	[x]	[x]	[x]	[x]							
218	[x]	[x]	[x]	[x]							
219	[x]	[x]	[x]	[x]							
220	[x]	[x]	[x]	[x]							

cleaned

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: J. Bandy Date: 3-3-16

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

231 > 0818  
232

**GCM - GOOE DAILY TASK CHECKLIST**

School: Simon Sanchez HS Date: 3-3-16

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wrt. Cabinet, Furniture, Ceiling)	Flushing of the hallways (1x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
221	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
222	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
223	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
224	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
225	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
226	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
227	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
228	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
229	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
230	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
200's (Bathrooms)											
Girls - RR	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Boys - RR	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Drinking Fountain	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
301	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
302	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
303	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
304	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
305	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
306	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
307	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
308	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
309	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
310	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
311	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
<p><b>CLEAN AND SANITIZE RESTROOMS:</b></p> <p>Replenish Supplies (1/2 Flush Floorline needed) [x] Mirror [x] Sink/Fixture [x] Urinal [x] Toilet [x]</p> <p><b>FIRST WALK HALLWAY</b></p>											

Note: Check marked boxes [x] when tasks is completely Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).  
I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: [Signature] Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

# GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Map Floor	Dusting (Wet, Cabinets, Furniture, Ceiling)	Flushing of the Hallways (1x1)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
312	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
313	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
314	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
315	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
316	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
317	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
318	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
319	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
320	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
321 (Automotive)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
400's (Science)											
Girls - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drieling fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UPGRADED
Drinking fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UPGRADED
401	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
402	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
403	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
404	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
405	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
406	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
407	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
408	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
409	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
410	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
411	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
412	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: Check marked boxes [ x ] when tasks are complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date: \_\_\_\_\_

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date: 3-2-10

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Vent, Columns, Furniture, Ceiling)	Flushing of the hallways (x/week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
Main Office											
Principal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mr. Friona - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mrs. Fejeran - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mrs. Duermas - AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Admin Office - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Computer Lab	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dribbling Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Nurse Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Counseling Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff Lounge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cafeteria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cafeteria Hallway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
GYM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girls Locker Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girls - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys Locker Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dribbling Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: Check marked boxes [x] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: *John*

Date: *3-2-10*

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date: \_\_\_\_\_



## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date: \_\_\_\_\_

WING	Empty Trash	Replace Linens	Sweep Floor	Mop Floor	Dusting (Hot, Cold, Furniture, Ceiling)	Flushing of the hallways (3x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
200's											
101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
102	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
103	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
104	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
105	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
106	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
107	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
108	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
109	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
111	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
112	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
113	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
114	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
115	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
116	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
117	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
118	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
119	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
120	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
121	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RR (Ladies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaned
RR (Mens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	locked

CLEAN AND SANITIZE RESTROOMS:  
 Replenish Supplies ( ☒ Flush Floor (as needed) ☒ Mirror ☒   
 Sink/Pictures ☒ Urinal ☒ Toilets ☒ )

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is checked and acceptable.

GCM EMPLOYEE: Print Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_



# GCM - GOOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Vest, Cabinet, Furniture, Ceiling)	Flushing of the Hallways (1x a day)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
200's											
Girls - RR (212)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys - RR (214)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girls - RR (230)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Boys - RR (201)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
201	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
202	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
203	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
204	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
205	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
206	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
207	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
208	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
209	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
210	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
211	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
213	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
214	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
215	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
216	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
217	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
218	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
219	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
220	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date: \_\_\_\_\_

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wet, Cobweb, Furniture, Ceiling)	Flushing of the hallways (3x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
221	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
223	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
224	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
225	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
226	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
227	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
228	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
229	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
230	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
300's (Boilers)											
Girls - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Boys - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							657061
261	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
303	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
304	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
305	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
306	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
307	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
308	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
309	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
310	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
311	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

(Note: Check marked boxes (x) when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: 

Date:

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date:

GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Vent, Cobweb, Furniture, Ceiling)	Flushing of the hallways (3x a week)	Vacuum Carpet	Clean Sinks	Secured Lights	Secured Doors	Remarks
312	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
313	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
314	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
315	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
316	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
317	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
318	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
319	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
320	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
321 (Automotive)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
400's (Science)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Girls - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LOCKED
Boys - RR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CLEANED
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
401	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
402	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
403	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
404	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
405	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
406	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
407	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
408	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
409	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
410	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
411	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
412	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: Check marked boxes [ x ] when tasks are completed. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: 

Date:

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date:

## GCM - GOOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

3-4-16

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wrtz, Cobweb, Furniture, Ceiling)	Flushing of the hallways (3 times a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
Main Office											
Principal	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Mr. Firona - AP	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Ms. Fejeran - AP	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Ms. Duenas - AP	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Admin Office - RR	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Computer Lab	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Library	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Drinking Fountain	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Nurse Office	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Counseling Office	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Staff Lounge	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Ladies)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Mens)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Cafeteria	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Ladies)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
RR (Mens)	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Cafeteria Hallway	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
GYM	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Girls Locker Room	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Girls - RR	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Boys - RR	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Boys Locker Room	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	
Drinking Fountain	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature:  Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Vent, Cabinet, Furniture, Ceiling)	Flushing of the Hallways (3x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
100's											
101	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
102	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
103	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
104	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
105	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
106	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
107	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
108	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
109	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
110	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
111	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
112	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
113	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
114	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
115	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
116	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
117	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
118	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
119	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
120	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
121	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Drinking Fountain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Drinking Fountain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
RR (Ladies)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	CLEANED
RR (Mens)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	LOCKED

CLEAN AND SANITIZE RESTROOMS:

 Replenish Supplies [ ] Flush Floor(s needed) [ ] Mirror [ ]  
 Sink/Fixture [ ] Urinal [ ] Toilet [ ]

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tis ue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and accepted.

GCM EMPLOYEE: Print Name and Signature:

Date:

REVIEWED BY SCHOOL REPRESENTATIVE:

Date:



## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Vid. Cabinet, Furniture, Ceiling)	Pushing of the hallways (1x or 2x)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
200's											
Girls - RR (212)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Boys - RR (214)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Girls - RR (230)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Boys - RR (201)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Drinking Fountain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
201	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
202	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
203	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
204	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
205	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
206	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
207	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
208	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
209	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
210	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
211	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
213	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
214	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
215	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
216	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
217	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
218	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
219	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
220	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared By: Katrina

## GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Wiz, Cobweb, Furniture, Ceiling)	Flushing of the hallways (2x a week)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
221	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
222	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
223	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
224	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
225	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
226	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
227	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
228	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
229	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
230	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
300's (Bunkers)											
Girls - RR	✓	✓	✓	✓							
Boys RR	✓	✓	✓	✓							
Drinking Fountain	✓	✓	✓	✓							
301	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
302	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
303	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
304	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
305	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
306	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
307	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
308	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
309	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
310	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
311	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
CLEAN AND SANITIZE RESTROOMS:											
Replenish Supplies (✓ Flush Floor (as needed) [✓ Mirror] [✓ Sink/Plumbing] [✓ Urinal] [✓ Toilet] [✓])											
301	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
302	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
303	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
304	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
305	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
306	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
307	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
308	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
309	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
310	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
311	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Note: Check marked boxes [x] when tasks are complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable.

GCM EMPLOYEE: Print Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

# GCM - GDOE DAILY TASK CHECKLIST

School: Simon Sanchez HS

Date:

WING	Empty Trash	Replace Liners	Sweep Floor	Mop Floor	Dusting (Vest, Cabinets, Furniture, Ceiling)	Flushing of the Hallways (1-10)	Vacuum Carpet	Clean Sink	Secured Lights	Secured Doors	Remarks
312	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
313	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
314	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
315	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
316	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
317	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
318	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
319	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
320	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
321 (Promotive)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
400's (Science)											
GIRLS - 401	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Boys - 401	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Drinking Fountain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Drinking Fountain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
401	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
402	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
403	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
404	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
405	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
406	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
407	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
408	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
409	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
410	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
411	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
412	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

CLEAN AND SANITIZE RESTROOMS:  
 Restroom Supplies [ ] , Dish Paper Towels [ ] , Paper Sink/Fabrics [ ] , Urinal [ ] , Toilet [ ]

CLEANED

Note: Check marked boxes [ x ] when tasks is complete. Replenish all Supplies (Toilet Tissue, Paper Towel, Hand Soap).

I verify the above work performed is cleaned and acceptable  
 GCM EMPLOYEE: Print Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 REVIEWED BY SCHOOL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

## Claire Baradi

---

**From:** Carla Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Thursday, March 17, 2016 7:36 PM  
**To:** Claire Baradi  
**Subject:** Fwd: Part 3  
**Attachments:** In-house Log Book.pdf; ATT00001.htm; MUNIS Workorders.pdf; ATT00002.htm

Try again...

Sent from my iPhone

Begin forwarded message:

**From:** Carla Benita Masnayon <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>  
**Date:** March 14, 2016 at 12:04:50 PM ChST  
**To:** Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)>  
**Cc:** Carla Benita Masnayon <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>, "Jessica Rose P. Fejeran" <[jpfeceran@gdoe.net](mailto:jpfeceran@gdoe.net)>, "Kelly R. Sukola" <[krsukola@gdoe.net](mailto:krsukola@gdoe.net)>, Melvin Finona <[mmfinona@gdoe.net](mailto:mmfinona@gdoe.net)>, Rebecca Duenas <[raduenas@gdoe.net](mailto:raduenas@gdoe.net)>, "Christopher J. Anderson" <[cjanderson@gdoe.net](mailto:cjanderson@gdoe.net)>  
**Subject:** Part 3

--  
Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
(C) 483-5400

# Munis Work Request Report (12 pages)

Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
39400	473	824E	ELEC2	hcsanchez	03/10/2016	4 - Approved	35386	4 - Approved
39401	473	824U	WELDF	hcsanchez	03/10/2016	4 - Approved		
39402	473	824C	CARP1	hcsanchez	03/10/2016	4 - Approved	35388	4 - Approved
39403	473	824N	PLUMB	hcsanchez	03/10/2016	4 - Approved	35389	4 - Approved
39364	473	610	COHVAC	hcsanchez	03/09/2016	4 - Approved		
39384	473	610	COHVAC	hcsanchez	03/09/2016	4 - Approved		
39385	473	824U	WELDF	hcsanchez	03/09/2016	4 - Approved		
39210	473	610	COHVAC	hcsanchez	03/03/2016	4 - Approved		
39211	473	824L	LOCKS1	hcsanchez	03/03/2016	4 - Approved	35215	7 - Work Complete
39212	473	824E	ELEC1	hcsanchez	03/03/2016	4 - Approved	35216	4 - Approved
39222	473	824E	ELEC2	hcsanchez	03/03/2016	4 - Approved	35223	4 - Approved
39225	473	610	COHVAC	hcsanchez	03/03/2016	4 - Approved		
39084	473	824L	LOCKS2	hcsanchez	03/01/2016	4 - Approved	35101	7 - Work Complete
39085	473	824C	CARP3	hcsanchez	03/01/2016	4 - Approved	35102	4 - Approved
39086	473	824N	PLUMB2	hcsanchez	03/01/2016	4 - Approved	35103	7 - Work Complete
39050	473	824C	CARP1	hcsanchez	02/29/2016	4 - Approved	35069	4 - Approved
39051	473	610	COHVAC	hcsanchez	02/29/2016	4 - Approved	35070	4 - Approved
38808	473	824C	CARP8	hcsanchez	02/23/2016	4 - Approved	34843	4 - Approved
38711	473	610	COHVAC	hcsanchez	02/22/2016	4 - Approved	34756	4 - Approved
38721	473	824N	PLUMB	hcsanchez	02/22/2016	4 - Approved	34765	7 - Work Complete
38723	473	610	COHVAC	hcsanchez	02/22/2016	4 - Approved	34766	7 - Work Complete
38732	473	824C	CARP7	hcsanchez	02/22/2016	4 - Approved	34774	4 - Approved
38734	473	824E	ELEC3	hcsanchez	02/22/2016	4 - Approved	34776	4 - Approved
38759	473	610	COHVAC	hcsanchez	02/22/2016	4 - Approved	34797	2 - New
38761	473	824C	CARP1	hcsanchez	02/22/2016	4 - Approved	34799	4 - Approved
38763	473	824L	LOCKS2	hcsanchez	02/22/2016	4 - Approved	34800	7 - Work Complete
38764	473	610	COPEST	hcsanchez	02/22/2016	4 - Approved	34802	4 - Approved
38541	473	824U	WELDF	hcsanchez	02/15/2016	4 - Approved	34600	4 - Approved
38471	473	824C	CARP3	hcsanchez	02/12/2016	4 - Approved	34536	4 - Approved
38472	473	824C	CARP3	hcsanchez	02/12/2016	4 - Approved	34537	4 - Approved
38443	473	824E	ELEC1	hcsanchez	02/11/2016	4 - Approved	34510	4 - Approved
38445	473	824E	ELEC1	hcsanchez	02/11/2016	4 - Approved	34512	4 - Approved
38447	473	824C	CARP1	hcsanchez	02/11/2016	4 - Approved	34514	4 - Approved



Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
38448	473	824C	CAPR7	hcsanchez	02/11/2016	4 - Approved	34515	4 - Approved
38449	473	824C	CAPR7	hcsanchez	02/11/2016	4 - Approved	34516	4 - Approved
38411	473	824C	CARP1	hcsanchez	02/10/2016	4 - Approved	34483	4 - Approved
38413	473	610	COHVAC	hcsanchez	02/10/2016	4 - Approved	34484	4 - Approved
38313	473	824L	LOCKS2	hcsanchez	02/04/2016	4 - Approved	34397	7 - Work Complete
38276	473	824E	BULBS	hcsanchez	02/03/2016	4 - Approved	34366	7 - Work Complete
38277	473	824L	LOCKS1	hcsanchez	02/03/2016	4 - Approved	34367	7 - Work Complete
38218	473	824N	PLUMB	hcsanchez	02/01/2016	4 - Approved	34312	7 - Work Complete
24391	473	824C	CARP10	cdmasnayon	02/01/2016	4 - Approved	21785	7 - Work Complete
38135	473	610	COHVAC	hcsanchez	01/28/2016	4 - Approved	34235	7 - Work Complete
38076	473	610	COHVAC	hcsanchez	01/27/2016	4 - Approved	34185	7 - Work Complete
38040	473	824N	PLUMB	hcsanchez	01/26/2016	4 - Approved	34152	7 - Work Complete
38041	473	824L	LOCKS1	hcsanchez	01/26/2016	4 - Approved	34154	7 - Work Complete
37961	473	610	COHVAC	hcsanchez	01/25/2016	4 - Approved	34081	7 - Work Complete
37962	473	824E	BULBS	hcsanchez	01/25/2016	4 - Approved	34082	7 - Work Complete
37932	473	824N	PLUMB1	hcsanchez	01/22/2016	1 - Rejected		
37837	473	824N	PLUMB	hcsanchez	01/20/2016	4 - Approved	33963	7 - Work Complete
37626	473	824E	BULBS	hcsanchez	01/15/2016	4 - Approved	33767	7 - Work Complete
37547	473	824L	LOCKS1	hcsanchez	01/14/2016	4 - Approved	33699	7 - Work Complete
37486	473	824N	PLMB2	hcsanchez	01/13/2016	4 - Approved	33641	7 - Work Complete
37322	473	824L	LOCKS3	hcsanchez	01/11/2016	4 - Approved	33502	7 - Work Complete
37142	473	824E	ELEC2	hcsanchez	01/05/2016	4 - Approved	33343	7 - Work Complete
37144	473	824C	CARP10	hcsanchez	01/05/2016	4 - Approved	33345	7 - Work Complete
37089	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33294	7 - Work Complete
37090	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33295	7 - Work Complete
37091	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33296	7 - Work Complete
37092	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33297	7 - Work Complete
37094	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33298	7 - Work Complete
37067	473	824C	CARP1	cdmasnayon	12/31/2015	4 - Approved	33274	7 - Work Complete
37069	473	824C	CARP5	cdmasnayon	12/31/2015	4 - Approved	33275	4 - Approved
37070	473	800	CAP4	cdmasnayon	12/31/2015	2 - New		
37072	473	824J	HVAC	cdmasnayon	12/31/2015	2 - New		
37073	473	824J	HVAC	cdmasnayon	12/31/2015	1 - Rejected		

## Claire Baradi

---

**From:** Carla Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Thursday, March 17, 2016 7:36 PM  
**To:** Claire Baradi  
**Subject:** Fwd: Part 3  
**Attachments:** In-house Log Book.pdf; ATT00001.htm; MUNIS Workorders.pdf; ATT00002.htm

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**Date:** March 14, 2016 at 12:04:50 PM ChST  
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**Cc:** Carla Benita Masnayon <[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)>, "Jessica Rose P. Fejeran" <[jpfeceran@gdoe.net](mailto:jpfeceran@gdoe.net)>, "Kelly R. Sukola" <[krsukola@gdoe.net](mailto:krsukola@gdoe.net)>, Melvin Finona <[mmfinona@gdoe.net](mailto:mmfinona@gdoe.net)>, Rebecca Duenas <[raduenas@gdoe.net](mailto:raduenas@gdoe.net)>, "Christopher J. Anderson" <[cjanderson@gdoe.net](mailto:cjanderson@gdoe.net)>  
**Subject:** Part 3

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Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
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# Munis Work Request Report (12 pages)

Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
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39402	473	824C	CARP1	hcsanchez	03/10/2016	4 - Approved	35388	4 - Approved
39403	473	824N	PLUMB	hcsanchez	03/10/2016	4 - Approved	35389	4 - Approved
39364	473	610	COHVAC	hcsanchez	03/09/2016	4 - Approved		
39384	473	610	COHVAC	hcsanchez	03/09/2016	4 - Approved		
39385	473	824U	WELDF	hcsanchez	03/09/2016	4 - Approved		
39210	473	610	COHVAC	hcsanchez	03/03/2016	4 - Approved		
39211	473	824L	LOCKS1	hcsanchez	03/03/2016	4 - Approved	35215	7 - Work Complete
39212	473	824E	ELEC1	hcsanchez	03/03/2016	4 - Approved	35216	4 - Approved
39222	473	824E	ELEC2	hcsanchez	03/03/2016	4 - Approved	35223	4 - Approved
39225	473	610	COHVAC	hcsanchez	03/03/2016	4 - Approved		
39084	473	824L	LOCKS2	hcsanchez	03/01/2016	4 - Approved	35101	7 - Work Complete
39085	473	824C	CARP3	hcsanchez	03/01/2016	4 - Approved	35102	4 - Approved
39086	473	824N	PLMB2	hcsanchez	03/01/2016	4 - Approved	35103	7 - Work Complete
39050	473	824C	CARP1	hcsanchez	02/29/2016	4 - Approved	35069	4 - Approved
39051	473	610	COHVAC	hcsanchez	02/29/2016	4 - Approved	35070	4 - Approved
38808	473	824C	CARP8	hcsanchez	02/23/2016	4 - Approved	34843	4 - Approved
38711	473	610	COHVAC	hcsanchez	02/22/2016	4 - Approved	34756	4 - Approved
38721	473	824N	PLUMB	hcsanchez	02/22/2016	4 - Approved	34765	7 - Work Complete
38723	473	610	COHVAC	hcsanchez	02/22/2016	4 - Approved	34766	7 - Work Complete
38732	473	824C	CAPR7	hcsanchez	02/22/2016	4 - Approved	34774	4 - Approved
38734	473	824E	ELEC3	hcsanchez	02/22/2016	4 - Approved	34776	4 - Approved
38759	473	610	COHVAC	hcsanchez	02/22/2016	4 - Approved	34797	2 - New
38761	473	824C	CARP1	hcsanchez	02/22/2016	4 - Approved	34799	4 - Approved
38763	473	824L	LOCKS2	hcsanchez	02/22/2016	4 - Approved	34800	7 - Work Complete
38764	473	610	COPEST	hcsanchez	02/22/2016	4 - Approved	34802	4 - Approved
38541	473	824U	WELDF	hcsanchez	02/15/2016	4 - Approved	34600	4 - Approved
38471	473	824C	CARP3	hcsanchez	02/12/2016	4 - Approved	34536	4 - Approved
38472	473	824C	CARP3	hcsanchez	02/12/2016	4 - Approved	34537	4 - Approved
38443	473	824E	ELEC1	hcsanchez	02/11/2016	4 - Approved	34510	4 - Approved
38445	473	824E	ELEC1	hcsanchez	02/11/2016	4 - Approved	34512	4 - Approved
38447	473	824C	CARP1	hcsanchez	02/11/2016	4 - Approved	34514	4 - Approved

Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
38448	473	824C	CAPR7	hcsanchez	02/11/2016	4 - Approved	34515	4 - Approved
38449	473	824C	CAPR7	hcsanchez	02/11/2016	4 - Approved	34516	4 - Approved
38411	473	824C	CARP1	hcsanchez	02/10/2016	4 - Approved	34483	4 - Approved
38413	473	610	COHVAC	hcsanchez	02/10/2016	4 - Approved	34484	4 - Approved
38313	473	824L	LOCK52	hcsanchez	02/04/2016	4 - Approved	34397	7 - Work Complete
38276	473	824E	BULBS	hcsanchez	02/03/2016	4 - Approved	34366	7 - Work Complete
38277	473	824L	LOCK51	hcsanchez	02/03/2016	4 - Approved	34367	7 - Work Complete
38218	473	824N	PLUMB	hcsanchez	02/01/2016	4 - Approved	34312	7 - Work Complete
24391	473	824C	CARP10	cdmasnayon	02/01/2016	4 - Approved	21785	7 - Work Complete
38135	473	610	COHVAC	hcsanchez	01/28/2016	4 - Approved	34235	7 - Work Complete
38076	473	610	COHVAC	hcsanchez	01/27/2016	4 - Approved	34185	7 - Work Complete
38040	473	824N	PLUMB	hcsanchez	01/26/2016	4 - Approved	34152	7 - Work Complete
38041	473	824L	LOCK51	hcsanchez	01/26/2016	4 - Approved	34154	7 - Work Complete
37961	473	610	COHVAC	hcsanchez	01/25/2016	4 - Approved	34081	7 - Work Complete
37962	473	824E	BULBS	hcsanchez	01/25/2016	4 - Approved	34082	7 - Work Complete
37932	473	824N	PLUMB1	hcsanchez	01/22/2016	1 - Rejected		
37837	473	824N	PLUMB	hcsanchez	01/20/2016	4 - Approved	33963	7 - Work Complete
37626	473	824E	BULBS	hcsanchez	01/15/2016	4 - Approved	33767	7 - Work Complete
37547	473	824L	LOCK51	hcsanchez	01/14/2016	4 - Approved	33699	7 - Work Complete
37486	473	824N	PLUMB2	hcsanchez	01/13/2016	4 - Approved	33641	7 - Work Complete
37322	473	824L	LOCK53	hcsanchez	01/11/2016	4 - Approved	33502	7 - Work Complete
37142	473	824E	ELEC2	hcsanchez	01/05/2016	4 - Approved	33343	7 - Work Complete
37144	473	824C	CARP10	hcsanchez	01/05/2016	4 - Approved	33345	7 - Work Complete
37089	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33294	7 - Work Complete
37090	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33295	7 - Work Complete
37091	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33296	7 - Work Complete
37092	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33297	7 - Work Complete
37094	473	610	COHVAC	hcsanchez	01/04/2016	4 - Approved	33298	7 - Work Complete
37067	473	824C	CARP1	cdmasnayon	12/31/2015	4 - Approved	33274	7 - Work Complete
37069	473	824C	CARP5	cdmasnayon	12/31/2015	4 - Approved	33275	4 - Approved
37070	473	800	CAP4	cdmasnayon	12/31/2015	2 - New		
37072	473	824J	HVAC	cdmasnayon	12/31/2015	2 - New		
37073	473	824J	HVAC	cdmasnayon	12/31/2015	1 - Rejected		

Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
37075	473	824C	CAPR7	cdmasnayon	12/31/2015	4 - Approved	33280	4 - Approved
37076	473	824C	CARP1	cdmasnayon	12/31/2015	4 - Approved	33281	4 - Approved
37077	473	824U	WELDF	cdmasnayon	12/31/2015	4 - Approved	33284	2 - New
37081	473	800	CAP4	cdmasnayon	12/31/2015	4 - Approved	33287	4 - Approved
37082	473	824C	CAPR7	cdmasnayon	12/31/2015	4 - Approved	33288	4 - Approved
37083	473	824C	CAPR7	cdmasnayon	12/31/2015	4 - Approved	33289	4 - Approved
37086	473	610	COHVAC	cdmasnayon	12/31/2015	4 - Approved	33291	7 - Work Complete
37088	473	610	COHVAC	cdmasnayon	12/31/2015	4 - Approved	33293	7 - Work Complete
36916	473	824E	BULBS	hcsanchez	12/28/2015	1 - Rejected		
36789	473	824C	CARP1	hcsanchez	12/23/2015	4 - Approved	33019	4 - Approved
36790	473	824N	PLUMB	hcsanchez	12/23/2015	4 - Approved	33020	7 - Work Complete
36749	473	824C	CARP1	hcsanchez	12/22/2015	4 - Approved	32979	4 - Approved
36750	473	824N	PLUMB1	hcsanchez	12/22/2015	4 - Approved	32980	7 - Work Complete
36751	473	824N	PLMB2	hcsanchez	12/22/2015	4 - Approved	32981	7 - Work Complete
36662	473	610	COHVAC	hcsanchez	12/18/2015	4 - Approved	32898	7 - Work Complete
36668	473	824C	CARP3	hcsanchez	12/18/2015	1 - Rejected		
36669	473	824U	WELDF	hcsanchez	12/18/2015	4 - Approved	32905	2 - New
36626	473	824C	CARP1	hcsanchez	12/16/2015	4 - Approved	32866	4 - Approved
36605	473	824L	LOCKS2	hcsanchez	12/15/2015	4 - Approved	32851	7 - Work Complete
36607	473	824L	LOCKS2	hcsanchez	12/15/2015	4 - Approved	32852	7 - Work Complete
36608	473	824E	BULBS	hcsanchez	12/15/2015	4 - Approved	32853	7 - Work Complete
36551	473	610	COHVAC	hcsanchez	12/14/2015	4 - Approved	32802	7 - Work Complete
36553	473	824J	HVAC	hcsanchez	12/14/2015	4 - Approved	32804	7 - Work Complete
36558	473	610	COFIRE	cdmasnayon	12/14/2015	4 - Approved	32809	4 - Approved
36564	473	824E	ELEC2	hcsanchez	12/14/2015	4 - Approved	32815	7 - Work Complete
36494	473	824C	CARP1	hcsanchez	12/11/2015	4 - Approved	32750	4 - Approved
36495	473	824J	HVAC	hcsanchez	12/11/2015	1 - Rejected		
36499	473	610	COHVAC	hcsanchez	12/11/2015	4 - Approved	32754	7 - Work Complete
36500	473	610	COHVAC	hcsanchez	12/11/2015	4 - Approved	32755	7 - Work Complete
36455	473	610	COHVAC	hcsanchez	12/10/2015	4 - Approved	32713	7 - Work Complete
36437	473	824J	AIR	hcsanchez	12/09/2015	1 - Rejected		
36440	473	824C	CARP3	cdmasnayon	12/09/2015	4 - Approved	32701	4 - Approved
36376	473	824E	ELEC2	hcsanchez	12/07/2015	4 - Approved	32638	7 - Work Complete



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36378	473	824J	AIR	hcsanchez	12/07/2015	1 - Rejected		
36379	473	824C	CARP1	hcsanchez	12/07/2015	4 - Approved	32641	4 - Approved
36380	473	824N	PLUMB	hcsanchez	12/07/2015	4 - Approved	32642	7 - Work Complete
36385	473	824U	WELDF	cdmasnayon	12/07/2015	4 - Approved	32647	4 - Approved
36386	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36387	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36388	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36389	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36390	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36391	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36392	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36393	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36394	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36395	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36396	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36397	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36398	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36399	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36400	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36401	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36402	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36403	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36404	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36405	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36406	473	824U	WELDF	cdmasnayon	12/07/2015	2 - New		
36407	473	824E	ELEC2	cdmasnayon	12/07/2015	2 - New		
36408	473	824U	WELDF	cdmasnayon	12/07/2015	4 - Approved	32669	2 - New
36417	473	824J	HVAC	cdmasnayon	12/07/2015	4 - Approved	32670	4 - Approved
36321	473	824L	LOCKS1	hcsanchez	12/07/2015	4 - Approved	32678	7 - Work Complete
36323	473	824C	CARP1	hcsanchez	12/03/2015	4 - Approved	32590	7 - Work Complete
36337	473	824J	HVAC	hcsanchez	12/03/2015	4 - Approved	32592	2 - New
36284	473	824C	CAPR7	hcsanchez	12/02/2015	1 - Rejected		
36289	473	824E	BULBS	hcsanchez	12/02/2015	4 - Approved	32555	4 - Approved
					12/02/2015	4 - Approved	32559	7 - Work Complete

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Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
36315	473	824C	CARP3	hcsanchez	12/02/2015	4 - Approved	32585	7 - Work Complete
36316	473	824E	BULBS	hcsanchez	12/02/2015	4 - Approved	32586	7 - Work Complete
36317	473	824E	BULBS	hcsanchez	12/02/2015	4 - Approved	32587	7 - Work Complete
36245	473	824S	SLFHLP	hcsanchez	12/01/2015	4 - Approved	32521	7 - Work Complete
36246	473	824C	CARP1	hcsanchez	12/01/2015	4 - Approved	32522	7 - Work Complete
36266	473	824N	PLUMB	hcsanchez	12/01/2015	4 - Approved	32540	7 - Work Complete
36268	473	824E	ELEC1	hcsanchez	12/01/2015	4 - Approved	32541	7 - Work Complete
36269	473	824L	LOCKS1	hcsanchez	12/01/2015	4 - Approved	32542	7 - Work Complete
36270	473	824L	LOCKS1	hcsanchez	12/01/2015	4 - Approved	32544	7 - Work Complete
36196	473	824L	LOCKS2	hcsanchez	11/25/2015	4 - Approved	32478	7 - Work Complete
36197	473	824C	CARP1	hcsanchez	11/25/2015	4 - Approved	32479	7 - Work Complete
36168	473	824S	SLFHLP	hcsanchez	11/24/2015	4 - Approved	32458	2 - New
36169	473	824L	LOCKS2	hcsanchez	11/24/2015	4 - Approved	32459	7 - Work Complete
36174	473	824E	ELEC1	hcsanchez	11/24/2015	4 - Approved	32463	7 - Work Complete
36175	473	824N	PLUMB	hcsanchez	11/24/2015	4 - Approved	32464	7 - Work Complete
36144	473	824N	PLUMB1	hcsanchez	11/23/2015	4 - Approved	32437	7 - Work Complete
36145	473	824N	PLUMB	hcsanchez	11/23/2015	4 - Approved	32438	7 - Work Complete
36157	473	824N	PLUMB	hcsanchez	11/23/2015	4 - Approved	32447	7 - Work Complete
36119	473	824L	LOCKS2	hcsanchez	11/20/2015	4 - Approved	32415	7 - Work Complete
36120	473	824L	LOCKS3	hcsanchez	11/20/2015	1 - Rejected		
36124	473	824L	LOCKS1	hcsanchez	11/20/2015	4 - Approved	32419	7 - Work Complete
36125	473	824E	BULBS	hcsanchez	11/20/2015	4 - Approved	32421	7 - Work Complete
36126	473	824N	PLUMB	hcsanchez	11/20/2015	4 - Approved	32423	7 - Work Complete
36135	473	824C	CARP1	hcsanchez	11/20/2015	4 - Approved	32428	4 - Approved
35802	473	824U	WELDF	cdmasnayon	11/19/2015	4 - Approved	32126	7 - Work Complete
36049	473	824C	CARP5	cdmasnayon	11/17/2015	4 - Approved	32357	7 - Work Complete
36050	473	824C	CARP4	cdmasnayon	11/17/2015	4 - Approved	32358	4 - Approved
36051	473	824C	CARP9	cdmasnayon	11/17/2015	4 - Approved	32359	7 - Work Complete
36052	473	824C	CARP4	cdmasnayon	11/17/2015	4 - Approved	32360	4 - Approved
36053	473	824N	PLUMB	cdmasnayon	11/17/2015	4 - Approved	32361	7 - Work Complete
36054	473	824C	CARP4	cdmasnayon	11/17/2015	4 - Approved	32362	4 - Approved
36055	473	824J	HVAC	cdmasnayon	11/17/2015	4 - Approved	32363	7 - Work Complete
36056	473	824C	CARP1	cdmasnayon	11/17/2015	4 - Approved	32364	7 - Work Complete

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Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
36057	473	824C	CARP10	cdmasnayon	11/17/2015	4 - Approved	32365	7 - Work Complete
36058	473	824C	CARP5	cdmasnayon	11/17/2015	4 - Approved	32366	7 - Work Complete
36059	473	824C	CARP3	cdmasnayon	11/17/2015	4 - Approved	32367	7 - Work Complete
36060	473	824C	CARP4	cdmasnayon	11/17/2015	4 - Approved	32368	4 - Approved
36061	473	824N	PLUMB	cdmasnayon	11/17/2015	4 - Approved	32369	7 - Work Complete
36062	473	824C	CARP9	cdmasnayon	11/17/2015	4 - Approved	32370	4 - Approved
36063	473	824C	CARP10	cdmasnayon	11/17/2015	4 - Approved	32371	7 - Work Complete
36064	473	824C	CARP4	cdmasnayon	11/17/2015	4 - Approved	32372	7 - Work Complete
36065	473	824C	CARP3	cdmasnayon	11/17/2015	4 - Approved	32373	7 - Work Complete
36066	473	824C	CARP4	cdmasnayon	11/17/2015	4 - Approved	32374	4 - Approved
36067	473	824S	SLFHP	cdmasnayon	11/17/2015	4 - Approved	32375	4 - Approved
35971	473	824C	CARP1	hcsanchez	11/16/2015	4 - Approved	32288	7 - Work Complete
35973	473	824N	PLUMB	hcsanchez	11/16/2015	4 - Approved	32290	7 - Work Complete
35992	473	824J	HVAC	hcsanchez	11/16/2015	4 - Approved	32306	7 - Work Complete
35993	473	824C	CARP1	hcsanchez	11/16/2015	4 - Approved	32307	7 - Work Complete
35994	473	824N	PLUMB1	hcsanchez	11/16/2015	4 - Approved	32308	4 - Approved
35856	473	824E	ELEC2	hcsanchez	11/12/2015	4 - Approved	32178	7 - Work Complete
35857	473	824N	PLUMB	hcsanchez	11/12/2015	4 - Approved	32179	7 - Work Complete
35803	473	824C	CARP7	cdmasnayon	11/10/2015	4 - Approved	32127	7 - Work Complete
35804	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32128	7 - Work Complete
35805	473	824C	CARP1	cdmasnayon	11/10/2015	4 - Approved	32129	7 - Work Complete
35806	473	824C	CARP1	cdmasnayon	11/10/2015	4 - Approved	32130	4 - Approved
35807	473	824C	CARP1	cdmasnayon	11/10/2015	4 - Approved	32131	7 - Work Complete
35808	473	824E	ELEC3	cdmasnayon	11/10/2015	4 - Approved	32132	7 - Work Complete
35809	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32133	7 - Work Complete
35810	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32134	7 - Work Complete
35811	473	824C	CARP4	cdmasnayon	11/10/2015	4 - Approved	32135	7 - Work Complete
35812	473	824E	BULBS	cdmasnayon	11/10/2015	4 - Approved	32136	7 - Work Complete
35813	473	800	CAP2	cdmasnayon	11/10/2015	4 - Approved	32137	4 - Approved
35814	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32138	7 - Work Complete
35815	473	824C	CARP7	cdmasnayon	11/10/2015	4 - Approved	32139	4 - Approved
35816	473	824U	WELDR	cdmasnayon	11/10/2015	4 - Approved	32140	7 - Work Complete
35817	473	824C	CARP9	cdmasnayon	11/10/2015	4 - Approved	32141	7 - Work Complete

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35818	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32142	7 - Work Complete
35819	473	824C	CAPR7	cdmasnayon	11/10/2015	4 - Approved	32143	4 - Approved
35820	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32144	7 - Work Complete
35821	473	824C	CARP10	cdmasnayon	11/10/2015	4 - Approved	32145	7 - Work Complete
35822	473	800	CAP2	cdmasnayon	11/10/2015	4 - Approved	32146	4 - Approved
35823	473	824S	SLFHLP	cdmasnayon	11/10/2015	4 - Approved	32147	7 - Work Complete
35824	473	824C	CAPR7	cdmasnayon	11/10/2015	4 - Approved	32148	4 - Approved
35825	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32149	7 - Work Complete
35826	473	824E	ELEC1	cdmasnayon	11/10/2015	4 - Approved	32150	7 - Work Complete
35827	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32151	7 - Work Complete
35828	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32152	7 - Work Complete
35829	473	824S	SLFHLP	cdmasnayon	11/10/2015	4 - Approved	32153	4 - Approved
35830	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32154	7 - Work Complete
35831	473	824C	CARP5	cdmasnayon	11/10/2015	4 - Approved	32155	4 - Approved
35832	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32156	7 - Work Complete
35833	473	610	COPEST	cdmasnayon	11/10/2015	4 - Approved	32157	7 - Work Complete
35834	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32158	4 - Approved
35835	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32159	7 - Work Complete
35836	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32160	7 - Work Complete
35837	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32161	7 - Work Complete
35838	473	800	CAP2	cdmasnayon	11/10/2015	4 - Approved	32162	4 - Approved
35839	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32163	7 - Work Complete
35840	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32164	7 - Work Complete
35841	473	824C	CARP1	cdmasnayon	11/10/2015	4 - Approved	32165	4 - Approved
35842	473	824C	CARP10	cdmasnayon	11/10/2015	4 - Approved	32166	7 - Work Complete
35843	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32167	7 - Work Complete
35844	473	824J	HVAC	cdmasnayon	11/10/2015	4 - Approved	32168	7 - Work Complete
35786	473	610	COPEST	cdmasnayon	11/10/2015	4 - Approved	32110	7 - Work Complete
35787	473	610	COPEST	cdmasnayon	11/10/2015	4 - Approved	32111	1 - Rejected
35788	473	824C	CARP1	cdmasnayon	11/10/2015	4 - Approved	32112	7 - Work Complete
35789	473	800	CAP2	cdmasnayon	11/10/2015	4 - Approved	32113	4 - Approved
35790	473	824C	CARP1	cdmasnayon	11/10/2015	4 - Approved	32114	7 - Work Complete
35791	473	824C	CAPR7	cdmasnayon	11/10/2015	4 - Approved	32115	9 - Canceled

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35792	473	824E	BULBS	cdmasnayon	11/10/2015	4 - Approved	32116	7 - Work Complete
35793	473	824E	ELEC2	cdmasnayon	11/10/2015	4 - Approved	32117	7 - Work Complete
35794	473	824C	CARP4	cdmasnayon	11/10/2015	4 - Approved	32118	4 - Approved
35795	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32119	7 - Work Complete
35796	473	824E	BULBS	cdmasnayon	11/10/2015	4 - Approved	32120	7 - Work Complete
35797	473	824C	CARP3	cdmasnayon	11/10/2015	4 - Approved	32121	7 - Work Complete
35798	473	824C	CARP7	cdmasnayon	11/10/2015	4 - Approved	32122	7 - Work Complete
35799	473	800	CAP2	cdmasnayon	11/10/2015	4 - Approved	32123	4 - Approved
35800	473	824E	ELEC2	cdmasnayon	11/10/2015	4 - Approved	32124	7 - Work Complete
35801	473	800	CAP2	cdmasnayon	11/10/2015	4 - Approved	32125	4 - Approved
35760	473	824C	CARP3	hcsanchez	11/09/2015	4 - Approved	32085	7 - Work Complete
35761	473	824C	CARP3	hcsanchez	11/09/2015	4 - Approved	32086	7 - Work Complete
35762	473	824L	LOCKS2	hcsanchez	11/09/2015	4 - Approved	32087	7 - Work Complete
35763	473	824J	HVAC	hcsanchez	11/09/2015	4 - Approved	32088	7 - Work Complete
35764	473	824J	HVAC	hcsanchez	11/09/2015	4 - Approved	32089	7 - Work Complete
35765	473	824C	CARP1	hcsanchez	11/09/2015	4 - Approved	32090	7 - Work Complete
35766	473	824C	CARP3	hcsanchez	11/09/2015	4 - Approved	32091	7 - Work Complete
35692	473	824E	ELEC1	hcsanchez	11/04/2015	4 - Approved	32023	7 - Work Complete
35587	473	824U	WELDF	hcsanchez	11/03/2015	4 - Approved	31923	7 - Work Complete
35590	473	824N	PLUMB	hcsanchez	11/03/2015	4 - Approved	31926	7 - Work Complete
35607	473	824E	ELEC1	hcsanchez	11/03/2015	4 - Approved	31942	7 - Work Complete
35612	473	824J	AIR	hcsanchez	11/03/2015	4 - Approved	31948	7 - Work Complete
35523	473	824E	ELEC3	hcsanchez	10/30/2015	4 - Approved	31865	7 - Work Complete
35526	473	824E	ELEC3	hcsanchez	10/30/2015	4 - Approved	31868	7 - Work Complete
35528	473	824E	BULBS	hcsanchez	10/30/2015	4 - Approved	31871	7 - Work Complete
35535	473	824N	PLUMB	hcsanchez	10/30/2015	4 - Approved	31877	7 - Work Complete
35275	473	824C	CARP8	hcsanchez	10/29/2015	1 - Rejected		
35439	473	610	COPEST	hcsanchez	10/29/2015	1 - Rejected		
35440	473	824J	HVAC	hcsanchez	10/29/2015	4 - Approved	31784	7 - Work Complete
35441	473	824J	HVAC	hcsanchez	10/29/2015	4 - Approved	31785	7 - Work Complete
35121	473	824C	CARP1	hcsanchez	10/27/2015	2 - New		
35137	473	824U	WELDF	hcsanchez	10/27/2015	4 - Approved	31497	4 - Approved
35154	473	824N	PLUMB	hcsanchez	10/27/2015	4 - Approved	31513	7 - Work Complete



Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
35054	473	824N	PLUMB1	hcsanchez	10/26/2015	4 - Approved	31420	7 - Work Complete
35002	473	610	COPEST	hcsanchez	10/23/2015	4 - Approved	31375	7 - Work Complete
34952	473	824J	HVAC	hcsanchez	10/22/2015	4 - Approved	31327	7 - Work Complete
34953	473	824E	ELEC2	hcsanchez	10/22/2015	4 - Approved	31328	7 - Work Complete
34954	473	824E	ELEC3	hcsanchez	10/22/2015	4 - Approved	31329	7 - Work Complete
34955	473	824E	ELEC3	hcsanchez	10/22/2015	4 - Approved	31330	7 - Work Complete
34956	473	824E	ELEC2	hcsanchez	10/22/2015	4 - Approved	31331	7 - Work Complete
34964	473	824L	LOCKS1	hcsanchez	10/22/2015	4 - Approved	31340	7 - Work Complete
34966	473	824C	CARP3	hcsanchez	10/22/2015	4 - Approved	31341	7 - Work Complete
34975	473	824J	HVAC	hcsanchez	10/22/2015	4 - Approved	31348	7 - Work Complete
34912	473	824N	PLUMB	hcsanchez	10/21/2015	4 - Approved	31297	7 - Work Complete
34775	473	824J	AIR	hcsanchez	10/19/2015	4 - Approved	31173	7 - Work Complete
34776	473	824C	CARP3	hcsanchez	10/19/2015	4 - Approved	31174	7 - Work Complete
34778	473	824C	CARP10	hcsanchez	10/19/2015	1 - Rejected		
34779	473	824E	ELEC2	hcsanchez	10/19/2015	4 - Approved	31177	7 - Work Complete
34786	473	824C	CARP3	hcsanchez	10/19/2015	4 - Approved	31182	7 - Work Complete
34799	473	824C	CARP10	hcsanchez	10/19/2015	4 - Approved	31193	7 - Work Complete
34800	473	824C	CAPR7	hcsanchez	10/19/2015	4 - Approved	31194	7 - Work Complete
34705	473	824E	ELEC2	cdmasnayon	10/16/2015	4 - Approved	31107	7 - Work Complete
34718	473	824S	SLFHLP	hcsanchez	10/16/2015	4 - Approved	31119	7 - Work Complete
34722	473	824C	CARP10	hcsanchez	10/16/2015	4 - Approved	31123	4 - Approved
34727	473	800	CAP4	cdmasnayon	10/16/2015	4 - Approved	31127	4 - Approved
34728	473	800	CAP4	cdmasnayon	10/16/2015	1 - Rejected		
34729	473	824S	SLFHLP	cdmasnayon	10/16/2015	1 - Rejected		
34665	473	824C	CARP3	hcsanchez	10/15/2015	4 - Approved	31074	7 - Work Complete
34482	473	610	COPEST	cdmasnayon	10/12/2015	4 - Approved	30911	7 - Work Complete
34507	473	824E	BULBS	hcsanchez	10/12/2015	4 - Approved	30929	7 - Work Complete
34521	473	824J	HVAC	hcsanchez	10/12/2015	4 - Approved	30941	7 - Work Complete
34372	473	824S	SLFHLP	hcsanchez	10/12/2015	4 - Approved	30821	7 - Work Complete
34373	473	824S	SLFHLP	hcsanchez	10/12/2015	4 - Approved	30822	7 - Work Complete
34479	473	610	COPEST	cdmasnayon	10/10/2015	4 - Approved	30908	7 - Work Complete
34374	473	824E	ELEC3	hcsanchez	10/06/2015	4 - Approved	30823	7 - Work Complete
34385	473	824E	BULBS	hcsanchez	10/06/2015	4 - Approved	30833	7 - Work Complete

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Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
34367	473	824N	PLUMB	cdmasnayon	10/06/2015	4 - Approved	30815	7 - Work Complete
34368	473	824N	PLUMB	cdmasnayon	10/06/2015	4 - Approved	30817	2 - New
34370	473	824C	CARP1	hcsanchez	10/06/2015	4 - Approved	30819	7 - Work Complete
34371	473	824E	BULBS	hcsanchez	10/06/2015	4 - Approved	30820	7 - Work Complete
34329	473	824C	CARP1	hcsanchez	10/05/2015	4 - Approved	30780	7 - Work Complete
34336	473	824C	CARP1	hcsanchez	10/05/2015	4 - Approved	30787	7 - Work Complete
34337	473	824N	PLUMB	hcsanchez	10/05/2015	4 - Approved	30788	7 - Work Complete
34338	473	824N	PLUMB	hcsanchez	10/05/2015	4 - Approved	30789	7 - Work Complete
34339	473	824N	PLUMB	hcsanchez	10/05/2015	4 - Approved	30790	7 - Work Complete
34340	473	824N	PLUMB	hcsanchez	10/05/2015	4 - Approved	30791	7 - Work Complete
34341	473	824N	PLUMB	hcsanchez	10/05/2015	4 - Approved	30792	7 - Work Complete
34342	473	824N	PLUMB	hcsanchez	10/05/2015	4 - Approved	30793	7 - Work Complete
34343	473	824N	RRMNT	hcsanchez	10/05/2015	1 - Rejected		
34344	473	824N	RRMNT	hcsanchez	10/05/2015	1 - Rejected		
34360	473	610	COPEST	cdmasnayon	10/05/2015	4 - Approved	30809	7 - Work Complete
34361	473	824C	CARP1	cdmasnayon	10/05/2015	1 - Rejected		
34362	473	824C	CARP1	cdmasnayon	10/05/2015	2 - New		
34363	473	824E	BULBS	cdmasnayon	10/05/2015	2 - New		
34364	473	824C	CARP1	cdmasnayon	10/05/2015	4 - Approved	30813	4 - Approved
34276	473	824C	CARP7	hcsanchez	10/02/2015	4 - Approved	30738	7 - Work Complete
34277	473	824N	PLUMB	hcsanchez	10/02/2015	1 - Rejected		
34278	473	824L	LOCKS1	hcsanchez	10/02/2015	4 - Approved	30740	7 - Work Complete
34036	473	824L	LOCKS1	hcsanchez	09/23/2015	4 - Approved	30552	7 - Work Complete
34038	473	824J	HVAC	hcsanchez	09/23/2015	4 - Approved	30554	7 - Work Complete
34020	473	824C	CARP5	hcsanchez	09/22/2015	4 - Approved	30539	9 - Canceled
34007	473	824C	CARP1	hcsanchez	09/21/2015	4 - Approved	30531	7 - Work Complete
33942	473	824L	LOCKS1	hcsanchez	09/17/2015	4 - Approved	30494	7 - Work Complete
33911	473	824J	HVAC	hcsanchez	09/16/2015	4 - Approved	30466	7 - Work Complete
33872	473	824N	PLUMB1	hcsanchez	09/15/2015	4 - Approved	30433	9 - Canceled
33827	473	824N	PLUMB	hcsanchez	09/14/2015	4 - Approved	30392	7 - Work Complete
33828	473	824N	PLUMB	hcsanchez	09/14/2015	4 - Approved	30393	7 - Work Complete
33797	473	824J	HVAC	hcsanchez	09/11/2015	4 - Approved	30363	7 - Work Complete
33798	473	824J	HVAC	hcsanchez	09/11/2015	4 - Approved	30364	7 - Work Complete

Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
33799	473	824C	CARP1	hcsanchez	09/11/2015	4 - Approved	30365	7 - Work Complete
33773	473	824C	CARP2	hcsanchez	09/10/2015	4 - Approved	30341	7 - Work Complete
33776	473	824N	PLUMB	hcsanchez	09/10/2015	4 - Approved	30343	7 - Work Complete
33780	473	824J	HVAC	hcsanchez	09/10/2015	4 - Approved	30347	7 - Work Complete
33781	473	824J	HVAC	hcsanchez	09/10/2015	4 - Approved	30348	7 - Work Complete
33782	473	824D	CIP4	hcsanchez	09/10/2015	4 - Approved	30349	7 - Work Complete
33783	473	824J	HVAC	hcsanchez	09/10/2015	4 - Approved	30350	7 - Work Complete
33738	473	824S	SLFHLP	raduenas	09/09/2015	4 - Approved	30310	7 - Work Complete
33694	473	824E	ELEC3	hcsanchez	09/04/2015	4 - Approved	30269	7 - Work Complete
29846	473	824D	CIP9	hcsanchez	09/04/2015	4 - Approved	26719	7 - Work Complete
33611	473	824L	LOCKS1	hcsanchez	09/03/2015	4 - Approved	30196	7 - Work Complete
33612	473	824L	LOCKS1	hcsanchez	09/03/2015	4 - Approved	30197	7 - Work Complete
33651	473	824N	PLUMB	hcsanchez	09/03/2015	4 - Approved	30226	7 - Work Complete
33542	473	824J	HVAC	hcsanchez	09/01/2015	4 - Approved	30128	7 - Work Complete
33544	473	824C	ROOF	hcsanchez	09/01/2015	4 - Approved	30130	7 - Work Complete
33545	473	824J	HVAC	hcsanchez	09/01/2015	4 - Approved	30131	7 - Work Complete
33505	473	824J	HVAC	hcsanchez	08/31/2015	4 - Approved	30093	7 - Work Complete
33506	473	824J	HVAC	hcsanchez	08/31/2015	4 - Approved	30094	7 - Work Complete
33507	473	824J	HVAC	hcsanchez	08/31/2015	4 - Approved	30095	7 - Work Complete
33508	473	824J	HVAC	hcsanchez	08/31/2015	4 - Approved	30096	7 - Work Complete
33511	473	824J	HVAC	hcsanchez	08/31/2015	4 - Approved	30098	7 - Work Complete
33374	473	824N	PLUMB	hcsanchez	08/27/2015	4 - Approved	29972	9 - Canceled
33375	473	824C	ROOF	hcsanchez	08/27/2015	4 - Approved	29973	7 - Work Complete
33376	473	824L	LOCKS1	hcsanchez	08/27/2015	4 - Approved	29974	7 - Work Complete
33321	473	824N	PLUMB	hcsanchez	08/26/2015	4 - Approved	29927	7 - Work Complete
33342	473	824C	CARP2	hcsanchez	08/26/2015	4 - Approved	29943	7 - Work Complete
33359	473	824C	ROOF	hcsanchez	08/26/2015	4 - Approved	29957	9 - Canceled
33288	473	824J	HVAC	jpfejeran	08/25/2015	4 - Approved	29896	7 - Work Complete
33153	473	824J	HVAC	hcsanchez	08/24/2015	4 - Approved	29774	9 - Canceled
33040	473	824C	DRWIN	hcsanchez	08/20/2015	4 - Approved	29669	7 - Work Complete
33041	473	824C	DRWIN	hcsanchez	08/20/2015	4 - Approved	29671	7 - Work Complete
33044	473	824C	DRWIN	hcsanchez	08/20/2015	4 - Approved	29673	7 - Work Complete
33019	473	824J	HVAC	hcsanchez	08/19/2015	4 - Approved	29651	9 - Canceled

Request Num	Requesting	Servicing Dept	Activity	Created By	Req Received	SR Status	WO Number	WO Status
33020	473	824E	ELEC2	hcsanchez	08/19/2015	4 - Approved	29652	7 - Work Complete
33021	473	824J	HVAC	hcsanchez	08/19/2015	4 - Approved	29653	7 - Work Complete
33022	473	824J	HVAC	hcsanchez	08/19/2015	4 - Approved	29654	7 - Work Complete
32933	473	824C	CARP2	hcsanchez	08/18/2015	4 - Approved	29568	7 - Work Complete
32934	473	824E	ELEC2	hcsanchez	08/18/2015	4 - Approved	29569	7 - Work Complete
32935	473	824C	CARP1	hcsanchez	08/18/2015	4 - Approved	29570	7 - Work Complete
32936	473	824C	DRWIN	hcsanchez	08/18/2015	4 - Approved	29571	7 - Work Complete
32937	473	824C	ROOF	hcsanchez	08/18/2015	4 - Approved	29572	9 - Canceled
32965	473	824S	SLFHLP	hcsanchez	08/18/2015	4 - Approved	29599	7 - Work Complete
32968	473	824J	HVAC	hcsanchez	08/18/2015	4 - Approved	29601	9 - Canceled
32863	473	824L	LOCKS1	hcsanchez	08/17/2015	4 - Approved	29506	7 - Work Complete
32866	473	824C	DRWIN	hcsanchez	08/17/2015	4 - Approved	29509	7 - Work Complete
32867	473	824J	HVAC	hcsanchez	08/17/2015	4 - Approved	29510	7 - Work Complete
32868	473	824L	LOCKS3	hcsanchez	08/17/2015	4 - Approved	29511	7 - Work Complete
32869	473	824C	ROOF	hcsanchez	08/17/2015	4 - Approved	29512	7 - Work Complete
32900	473	824J	HVAC	hcsanchez	08/17/2015	4 - Approved	29541	9 - Canceled
32784	473	824C	CARP1	hcsanchez	08/14/2015	4 - Approved	29431	9 - Canceled
32785	473	824J	HVAC	hcsanchez	08/14/2015	4 - Approved	29432	7 - Work Complete
32786	473	824C	DRWIN	hcsanchez	08/14/2015	4 - Approved	29433	9 - Canceled
32787	473	824C	DRWIN	hcsanchez	08/14/2015	4 - Approved	29434	7 - Work Complete
32788	473	824J	HVAC	hcsanchez	08/14/2015	4 - Approved	29435	9 - Canceled
32683	473	824E	ELEC1	hcsanchez	08/11/2015	4 - Approved	29334	7 - Work Complete
32685	473	824J	HVAC	hcsanchez	08/11/2015	4 - Approved	29336	7 - Work Complete
32571	473	824C	DRWIN	hcsanchez	08/07/2015	4 - Approved	29229	7 - Work Complete
32535	473	824C	DRWIN	hcsanchez	08/06/2015	4 - Approved	29196	7 - Work Complete
32536	473	824C	DRWIN	hcsanchez	08/06/2015	4 - Approved	29197	7 - Work Complete
32537	473	824C	DRWIN	hcsanchez	08/06/2015	4 - Approved	29198	7 - Work Complete
32542	473	824C	DRWIN	hcsanchez	08/06/2015	4 - Approved	29201	7 - Work Complete
32543	473	824C	DRWIN	hcsanchez	08/06/2015	4 - Approved	29202	7 - Work Complete
32496	473	824S	SLFHLP	hcsanchez	08/04/2015	4 - Approved	29160	7 - Work Complete

W/O #	DATE	DESCRIPTION	1
34507	10/12/15	Replace light bulbs in Caminus file Room	
34521	10/12/15	Room 402 - AC Leaking badly	
34665	10/15/15	Room 317 - Door jam needs to be replaced so that door can be secured	
34705	10/16/15	Light switch box protrudes in Gym 9 parking - notified causing 10/14	
34718	10/16/15	Request for 5 cases of ceiling tiles to replace damaged ones from room	
34722	10/16/15	Need to repair roof on container used for file room in Camabus, leaking.	
34775	10/19/15	AC Filter fell off in Room 402 - Needs to be replaced	
34776	10/19/15	Room 405 - need to repair or replace back door - sticking - had to open	
34778	10/19/15	Need to repair ceiling leaks in GEM's Storage	
34779	10/19/15	Need to repair wiring in Electrical Room, Switch 17 showing red	
34786	10/19/15	Need to seal gap underneath Exit door to Building / next to Bop Rf	
34799	10/19/15	Need to repair roof leak in Rm 305, Leaking in 3 different areas	
34800	10/19/15	Need to cover up hole in the wall in Rm. 305	
34912	10/21/15	Need to repair sink leaking in Staff Female Rf across Campus	
34952	10/22/15	Need to repair AC in Rm. 312. Classroom very hot!	
34953	10/22/15	Outlets in Rm. 301 are not working	
34954	10/22/15	Need to assess outlets in Rm. 111 to support 19 computers	
34955	10/22/15	Request to install outlet strips in Rm. 111 for 19 computers	
34956	10/22/15	Need to assess Switch 17 in Electrical Room, near Elevator, showing Red	
34964	10/22/15	Need to repair or replace door handle to Rm. 221	
34966	10/22/15	Need to repair or replace door frame to Rm. 221 - Broken	
34975	10/22/15	Release inlet vent for AC. Solvents from adjacent room causing health hazard	
35002	10/23/15	Pest control needed for Room 214	
35051	10/26/15	Girls Locker Room, Toilet seat needs to be replaced - Broken	
35121/35137	10/27/15	Repair Roll up Grill to Science Building - Entrance of Exit	
35274	10/27/15	Grease Trap in Rm 301 needs to be unclogged.	
35275	10/29/15	Remove Cat & Kittens in Vent in Rm. 301 (x 2) 2nd Floor	
35439	10/29/15	Pest control needed for Room 301	
35440	10/27/15	Request to lower thermostat to AC 15	
35441	10/29/15	Request to lower thermostat to Room 119	
35523	10/30/15	Install Light switch for 1st Floor Hallway Lights	
35524	10/30/15	" " " " for 2nd Floor Hallway Lights	
35528	10/30/15	Replace Light Bulbs to Faculty Rf in Main Office	
35535	10/30/15	Repair leak on Toilet Flush Handle in Girls Locker Room - GYM	
35587	11/3/15	Roll up door in Gym collapsed	
35790	11/3/15	Repair Broken Sink Pipe outside of Cafeteria.	
35807	11/3/15	Need to check Electrical in Room 316, Lights are all out	
35812	11/3/15	AC in Rm 410 Leaking - Needs to be serviced	
35892	11/4/15	Need to check Electrical in Rm. 304 - Lights not working	
359160	11/9/15	Replace door closure in Rm. 211	



# #WORK ORDER

1.	35786	Pest control preventive 3002 campus	.
2.	35787	Rm 301 Cat/Killer's pest control	301
3.	35788	Replace ceiling tile Rm 301	301
4.	35789	Rt-H leak Rm 301	301
5.	35790	5 ceiling tiles	302
6.	35791	wall repair - AC wall <sup>need</sup> repair	302
		replace same wall in the classroom	
7.	35792	Replace 3 light Bulbs	304
8.	35793	Exposed wire by doorway class	304
9.	35794	Replace wood covering window	304
		vector house	
10.	35795	chipped door by hinge	305
11.	9/6	Replace 2 light	305
12.	35797	Door gap on floor sweeps	301
B.	35798	Hole in wall need to be repaired	305
14.	35799	Ceiling leaks	305
15.	35800	one light flicker on 17	301
16.	35801	ponding outside back door 306	306
		Repair AC drain pipe	
17.	35802	rip Hole need to repair hole	306
18.	35803	Repair 3 holes on the wall	306
19.	04	gap under door need sweeps	306
20.	8	Repair chalkboard ledge	306
21.	35806	Repair flooring by back door - soft	307
22.	35807	Replace floor tiles by window #2	309
23.	35808	Install Bell by 321 &	
24.	35809	Door sweep	9
25.	3581	Repair door jam by 308 door	309
	308	Repair hole by window ledge	9
	3	& need shields	30

59	35843	Door closer broke in Restroom	321
60	35844	AC HVAC not cooling enough	321
29	35813	Roof leak - leak stains run down the side wall.	309
30	35814	Need door sweep	310
31	35815	hole by AC	310
32	35816	Repair / replace metal shut outside	310
33	35817	Secure 2 shelves to the wall	310
34	18	Repair door jam by pencil sharpen	310
35	35819	Repair back door lens Door #2	
		Repair wall area by Door #2 pencil sharpen when it rains water seeps through	310
36	35820	Hooks need door sweep	311
37	21	Need to replace 2 ceiling tiles	313
38	22	Roof leaks	313
39	35823	NEED EXIT SIGN - 20	campus
40	24	Repair walls - rotted out by TB window	314
41	25	Back door need sweep	314
42	35826	Outlet covers	314
43	35827	Loose door lens / door sweep	
44	28	Door sweep	314
45	35829	Need paint 3 sq ft	campus
46	30	door sweep	3
47	31	Replace flooring by back	
48	32	Self closing device	317
49	35833	Self control - 300's	campus
50	35834	Replace back door jam / door	317
51	35835	door sweep	318
52	36	Self closing device does not close	8
53	37	door sweep	319
54	35838	Structural assessment	319
55	39	Replace door	320
56	40	door sweep	320
57	41	cover hole by door enhance on cement wall	320
58	35841	Replace ceiling tiles	321

10/15

Wb #

DATE

DESCRIPTION

3

35761	11/9/15	Replace door closure in Rm. 216
35762	11/9/15	Replace door knob in Rm. 104
35765	11/9/15	Repair Door & Replace door closure in Rm. 220
35766	11/9/15	Replace door closure in Rm. 226
35763	11/9/15	Need AC Unit defuser in Rm. 216
35764	11/9/15	Need AC Unit defuser in Rm. 221
36119	11/20/15	Replace lockset to Rm. 301 - Key was stolen
36120	11/20/15	Replace broken door knob to Rm. 228
36125	11/20/15	Replace light bulbs in Main Hallway
36126	11/20/15	California RR have low water pressure
36127	11/24/15	Need to repair Exhaust Fan in Boys RR plant to 107
36157	11/23/15	California Boys RR Urinal needs repair
36171	11/24/15	Repair Toilet seat in Boys RR California
36196	11/25/15	Replace Door Lock to Boys RR, Butler
36197	11/25/15	Repair or Replace fallen door closure in Rm. 405
36248	12/1/15	Request for Ceiling tiles to replace damaged ones.
36266	12/1/15	Boys Locker Room Urinal backing up - Needs to be unclogged
36268	12/1/15	Exit sign falling in front of Room 206
36269	12/1/15	Del Door back of Weight Room Left side does not lock
36270	12/1/15	Hallway, back at Gym, Del Door Right side does not lock
36285	12/2/15	Replace Boys RR Butler Door
36316	12/2/15	Replace Light Bulbs in Counselor Rm. Room.
36317	12/2/15	Replace 1 Light bulb by chalkboard in Rm 115
36321	12/3/15	Unable to secure Del Dr in Weight Rm., Gym
36323	12/3/15	Replace 2 Ceiling Tiles in Rm. 321
36337	12/3/15	Need to check AC Unit for Main Bldg. Some checks are out.
36376	12/7/15	Wires sparking in Rm 111
36379	12/7/15	Repair hole in the wall in Rm. 113
36380	12/7/15	Sinks at the back of Rm. 103 - Backing up
36385	12/7/15	Mend fence to secure garden
36407	12/7/15	Install Bell 21
36408	12/7/15	40' high 3-10' panels. chain link fence.
36417	12/7/15	TRANE AC UNIT DOES NOT WORK - Rm. 412
36440	12/9/15	Door plate by Gym stained broken
36455	12/10/15	AC Unit Rm. 307 - Leaking Badly
36494	12/11/15	Repair hole in wall outside of Room 210
36495/36500	12/11/15	Need to Repair AC For Main Office
36497	12/11/15	American Standard AC Not working in Rm 405
36551	12/14/15	Tooth AC Unit down in Rm. 405
36553	12/14/15	Room AC Unit not working Rm. 317

NO#	DATE	DESC.
36558	12/14/15	Reset Fire Alarm Bme
36561	12/14/15	Wires sparking & outlets not working Rm. 118
36605	12/15/15	Repair broken door knob, back door, weight "
36607	12/15/15	Repair broken door knob, Gym Hall back door
36608	12/15/15	Replace light bulbs, Counseling Office hallway
36626	12/16/15	Replace ceiling tiles in Rm. 231 - Tiles are wet
36648	12/18/15	Sanitary Creek Bar on Antenor Dr. in Rm. 117
36749	12/22/15	Repair or Replace RR Stalls - Boys RR Science Bldg.
36750	12/22/15	Replace broken toilet seat in Boys RR - Cafeteria
36757	12/23/15	Unloading of toilet in Boys RR Science - Backing up
36789	12/23/15	Boys RR 2nd floor Next to Rm 201 stall needs handle
36790	12/23/15	Butter Girl RR, Toilet needs to be u lifted.
37067	12/31/15	Rm 229 Repair drop ceiling - complete.
37069	12/31/15	Rm 308 - Repair floor cracked/shaky.
37070	12/31/15	Paint - CIP - paint exterior (Rejected)
37072	12/31/15	Rm 212/214: AC not cooling (Rejected)
37073	12/31/15	Rm 401: FROZE AC (Rejected)
37075	12/31/15	Rm 106 - hole corner wall
37076	12/31/15	R 114 - patch on ceiling
37077	12/31/15	Rm 3006 - 306, 310-11, 312 cover concrete chutes
37081	12/31/15	Repair/Replace awnings by 300 Rooms.
37082	12/31/15	Rm 316 - Repair/Replace walls & paint
37083	12/31/15	Room 307 - Repair/Replace wall against the AC unit
37086	12/31/15	Rm 212/214 AC
37088		Rm 401
37322	1/11/16	Rekey door to Roof
37486	1/13/16	Boys RR, Next to Rm. 201, Drainage backing up
37961	1/25/16	AC Cafeteria Needs repair.
37962	1/27/16	Replace Main hallway lights that are burnt out
38040	1/27/16	Girls Locker Rm, Toilet Continuously Flushing, Needs Repair
38443	2/4/16	Air Circuits throughout school - Not working.
38447	2/11/16	Repair frame from drop ceiling boys RR in Caf.
38448	2/11/16	Comm. Inter by Room 305 & 306
38449	2/11/16	Repair tile in Boys RR - Science Bldg.
38541	2/15/16	Need to Repair Fence around school
38478	2/15/16	Rm. 105 door needs to be lifted
38472	2/15/16	Need to repair back door to room 305
38721	2/22/16	Female Staff RR looking for toilet tent

#	Date	Desc.	7
38723	2/27/14	Need to repair or service AC Unit in <del>first</del> <del>locking</del> Rm. 312	
38732	2/27/14	Repair wall crack leading to ceiling in Library	
38734	2/27/14	Need light shield protector in Room 230 and 236	
38759	2/27/14	AC needs repair in Room 212	
38711	2/27/14	Need to repair or service locking AC in Rm. 404	
38761	2/27/14	Need bracket for Pk. Box.	
38763	2/27/14	Need to change double deadbolt to one sided in RR - 2nd Flr.	
38764	2/27/14	Post control needed for School - Rectors and Rectors	
38808	2/23/14	Form Letter on back exit, near RR, to prevent water from entering	
39071	3/1/14	Repair or replace door knob for Room 206 - Key stuck inside	
39085	3/1/14	Repair Exit Door in Gym Facing Front Court - Stuck	
39096	3/1/14	Sewage backing up in Boys Locker Room - Gym	
39344	3/4/14	AC Unit needs to be closed in Rm. 203 to prevent leakage into Rm. 213	
39469	11/24/15	Need to replace Rm. 221 - Door knob	
39547	1/14/14	Need to repair or replace Rm. 315 Door knob - Unable to secure	
39634	9/23/15	Need to replace broken door knob Rm. 406	
39778	10/2/15	Need to repair or replace door knob to Rm. 309	
39824	11/20/15	Replace Lockset for Rm. 304	
39841	1/24/16	Request to change Double Counting Library & Lounge to lock from Library side.	
39877	2/3/14	Replace dead bolt to Rm. 108 - Unable to secure	
39913	2/4/14	Repair door knob to Rm. 210 inside	
39921	3/3/14	Rm. 230 Door knob will not grab onto door frame	
39967	10/6/14	Boys/Girl Locker Rm. Shower needs to be unlocked.	
39968	10/6/14	Girls Shower room - Repair leaking faucet	
39978	2/1/14	Butler Boys RR - Need to repair leak from underneath toilet	
39977	10/2/15	Install sink, water pipe & drain in Rm. 117	
39937	10/5/15	Repair 2 urinals in Boys RR - Butler RR	
39938	10/5/15	Repair 1 toilet in Girls RR - Butler - When flush	
39939	10/5/15	Seal Boys RR - 1 toilet needs toilet seat	
39940	10/5/15	And for Boys RR - Repair 1 urinal / not working	
39941	10/5/15	And for Girls RR by Rm. 230 - Sink needs to be unlocked	
39942	10/5/15	Boys RR by 107 - Toilet & urinal needs to be unlocked	
39943	10/5/15	Scoop paint off floor in Boys RR - 2nd Floor	
39957	11/13/15	Boys RR - 1st Flr. Toilet needs to be unlocked	
39973	11/16/15	Boys RR by Rm. 214 - 2 sinks need to be unlocked	
39994	11/16/15	Request to install sink w/ water line & drain Rm. 117	
39994	11/23/15	Install sink in Rm. 108	
39995	11/23/15	locking room drain in Girls Locker Room	



W/O #	DATE	DESCRIPTION	9
37837	1/26/16	Need to repair leaking flush handle - Girls RR by nurse	
37932	1/22/16	Install Sink & Water line & drain in Rm. 117	
38049	12/18/15	Install door bar in entrance door Rm 117 - To prevent entry (crisis situation)	
38263	10/1/15	Replace light bulbs Rm 213	
38356	11/12/15	Outlets not working in Rms. 110, 212, 216, 309, 310 & Main Office	
37142	1/5/16	Re-connect power supply in Rm. 405 for AC to work	
38371	10/6/15	Replace light bulbs in Rm. 213	
38374	11/6/15	Install outlets in Rm. 111 to use computers	
38385	11/6/15	Replace light bulbs - Male RR - Main Office	
38389	12/3/15	Replace light bulbs - Entrance to Girls Locker-Room	
38916	12/28/15	Need 74 Light Bulbs to change out burnt ones in school	
37426	11/17/15	Replace light bulbs - Entrance to Girls Locker-Room	
38276	2/3/16	Replace light bulbs - Girls RR by Rm 212	
38415	2/11/16	Repair Emergency Lights in Canteen, Rm. 203 & Main Office	
39212	3/3/16	Repair Light Switch - Rear of classroom 230	
39222	3/3/16	Check power source in library storage - kicking off	
34361	10/5/15	Replace missing tiles (ceiling) Rm. 112, 116, 114, 106, 111, 227, 214, 204, 201, <sup>Main, Fellowship</sup>	
34362	10/5/15	Mount/Replace Fire Extinguishers Rm. 202, 206, 225, 227 & 114	
34364	10/5/15	Secure/Block off open vents leading to Rm. 108 - Water seeping in and flowing through duct	
38843	11/10/15	Repair Door Closure in Male RR & Rm. 321	
38971	11/6/15	Repair gutter in front of Rm. 311 - Hanging down w/rafs	
36284	12/3/15	Replace walls in Rm. 316 - Termite infested	
37144	1/5/16	Repair skylight in Cafeteria	
34007	9/21/15	Repair table top and door jam in Rm. 402	
34020	9/21/15	Repair flooring in Rm. 317 - Water damage	
34276	10/2/15	Repair hole outside Room 209	
34329	10/5/15	Align door jam to Rm. 210 to open/close door properly	
34336	10/5/15	Repair plexiglass 2nd Flr. by boys RR	
34370	10/6/15	Replace ceiling tiles in Main hallway, Rm. 116, 114, 112, 106, 111, 227, 214, 204, 201, 207 & 210	
35993	11/14/15	Repair Double Door to Rm. 314 - Unable to open.	
34062	11/17/15	Rm. 406 - Ginc peeling off of shelves	
34135	11/24/15	Seal off vent - exterior wall of Rm. 108 to prevent leaks when it rains.	
34246	12/1/15	Replace guard underneath door Rm. 305 - Came off	
38411	2/10/16	Repair table in Rm. 402 - Legs need to be attached	
39050	2/22/16	Need to repair leaking ceiling in Rm. 305	
39384	3/9/16	AC Unit for Room 210 is not working	
39385	3/9/16	Repair hole in fence by Gate 3	



**EDDIE BAZA CALVO**  
GOVERNOR

**RAY TENORIO**  
LIEUTENANT GOVERNOR

GOVERNMENT OF GUAM  
**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES**  
**DIPATTAMENTON SALUT PUBLEKO YAN SETBISION SUSIAT**



**JAMES W. GILLAN**  
DIRECTOR

**LEO G. CASIL**  
DEPUTY DIRECTOR

APR 13 2016

**MEMORANDUM**

**TO:** Superintendent, Guam Department of Education

**FROM:** Director, Department of Public Health & Social Services

**SUBJECT:** SSHS Follow-up Inspections and Request for Extension

As one of six public schools participating in the *Community Supported School Maintenance Pilot Program*, the Division of Environmental Health (DEH) of this Department conducted a regular, sanitation inspection of Simon A. Sanchez High School (SSHS) on October 2015. During that inspection, 297 violations were observed and noted. Of the total, 94 observations were corrected on site at the time of the inspection, which resulted in the final tallying of 20 demerit points for a "B" grade of SSHS. The school was granted 30 days to correct the following violations:

- Item 5: Grounds retained standing water and/or ground areas were not properly graded and sloped.
- Item 12: Floors were in disrepair.
- Item 13: Walls, ceilings, and ceiling tiles were not in good repair, light in color, or kept clean.
- Item 14: Doors and/or self-closing devices were in disrepair or absent.
- Item 19: Facilities were not in good repair and/or maintained, including, but not limited to bare/unsealed wood, sharp edges, trip hazards, exposed electrical wires, blocked exit doors, and improperly stored hazardous materials.
- Item 21: Ventilation was inadequate, diffusers were missing, or vents were soiled.
- Item 22: Objectionable odors were present, including the smell of mold.
- Item 23: Lighting was inadequate, or fixtures or bulbs were in disrepair.

On December 2015 and January 2016, DEH conducted follow-up inspections of SSHS to determine if corrective actions were made to the violations that were noted in the October 2015 regular inspection. The follow-up visits revealed the following still existing deficiencies:

- Item 12: Floors were in disrepair (1 previous observation was still unresolved).
- Item 13: Walls, ceilings, and ceiling tiles were not in good repair, light in color, or kept clean (15 previous observations were still unresolved).

- Item 19: Facilities were not in good repair and/or maintained including, but not limited to bare/unsealed wood, sharp edges, trip hazards, exposed electrical wires, blocked exit doors, and improperly stored hazardous materials (6 previous observations were still unresolved).
- Item 21: Ventilation was not adequate, diffusers were missing, or vents were soiled (2 previous observations were still unresolved).

Although significant improvements were made, the deficiencies found during the follow-up inspections were repeat violations. Consequently, a letter downgrade was made, from a "B" to a "C," with six demerit points. SSHS was instructed to correct the outstanding violations by February 08, 2016.

On February 08, 2016, DPHSS received a letter from Ms. Carla Masnayan, the Principal of SSHS, requesting that the corrective due date for the pending violations be extended to November 2018 since the school was undergoing planned renovation. In response, DEH returned to SSHS on February 12, 2016 to conduct an assessment of the progress, if any, and to determine how effective the school has been in implementing the pilot project and in acquiring the assistance of its stakeholders since the follow-up inspections. The assessment revealed that two of the six demerits were corrected, but the following outstanding violations still existed:

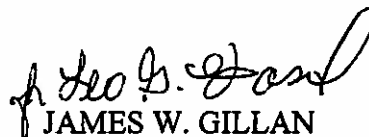
- Item 13 - Walls, ceilings, and ceiling tiles were not in good repair, light in color, or kept clean
  - Seven cited observations still in need of correction
    - Walls were not light in color in Room 316
    - Paint was peeling inside and outside of the school building, to include Rooms 223, 405, Gym, Science Building, and Boy's Restroom next to Room 108
    - Water was leaking from the ceiling above the Cafeteria Stage Area near the skylight
- Item 19 - Facilities not in good repair and/or maintained, including, but not limited to bare/unsealed wood, sharp edges, trip hazards, exposed electrical wires, blocked exit doors, and improperly stored hazardous materials
  - Four cited observations still in need of correction
    - Outdoor trip hazards (metal sheets) were not secured in areas outside of Room 312, side of Room 310, and outside of Room 306
    - Awning was in disrepair outside Room 320

The water leakage from the cafeteria ceiling, which drips onto the stage, is creating a slip-and-fall hazard. The metal sheets outside Rooms 312, 310, and 306 are also threatening the safety of students and staff, as they can be both a tripping and a laceration hazard. Furthermore, although the risk may be minimal, loose paint debris from ceilings, especially in the gymnasium, is a potential lead and eye hazard. As a result of all these concerns, this Department will not approve SSHS' request to delay the corrective actions of the still existing violations by two years. Instead, SSHS is given 30 additional days from the date of receipt of this memorandum to correct its outstanding deficiencies. In the interim, if not done already, GDOE must implement temporary remedies to prevent any possible injuries that could result from these violations.

While this Department is understanding of GDOE's fiscal challenges, correction of these violations cannot be delayed any further. DPHSS has granted SSHS more than adequate time in correcting the school's violations, and the school's request to extend the corrective date by another two years is simply unacceptable.

It was our hope that SSHS implemented the workbook, and its accompanying toolkit, of the *Community Supported School Maintenance Pilot Program* in addressing the violations at the school. However, based on our own Division of Environmental Health's communication with Ms. Masnayan, the pilot program has not been planned and implemented at SSHS as it was agreed upon in our Department's Memorandum of Understanding. Please be reminded that the pilot project was instituted to possibly prevent this very problem from occurring and reoccurring. We cannot stress enough about the importance of utilizing, or at least attempting to utilize, the tools provided in the pilot program in meeting the requirements of the governing regulations. We believe the workbook and the toolkit are great resources for the schools, but its value cannot be realized, and its effectiveness evaluated, if it's not implemented. We are happy to assist SSHS if there are any questions or challenges it's facing in effectuating the workbook and toolkit.

We encourage Principal Masnayan to contact Ms. Claire Baradi of the Division of Environmental Health at 735-7522, or via email at [claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov), should she have any questions or seek assistance with the pilot project.



JAMES W. GILLAN

#### Attachments

cc: Carla Masnayan, Principal, SSHS  
Christopher Anderson, SSSD, GDOE



# Simon A. Sanchez High School

395 Juan Jacinto Road

Yigo, Guam 96929

Telephone: (671) 653-2313

[www.simonsanchez.org](http://www.simonsanchez.org)



Carla D. Masnayan

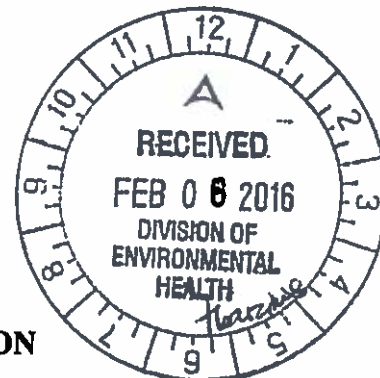
Principal

Jon J.P. Fernandez  
Superintendent of Education

February 5, 2016

## MEMORANDUM

To: Department of Public Health and Social Service, Director  
From: Principal  
Subject: **REQUEST FOR EXTENSION: FOLLOW-UP INSPECTION**



***Buenas yan Hafa Adai from the home of the Sharks!*** Please accept this letter on behalf of the school community of Simon Sanchez High School (SSHS) to request for a time extension to complete all remaining non-compliance issues related to the most recent follow up inspection report. I request for the allowance to extend to November 2018 to include providing you with a status update on the reconstruction by November 2017.

Public Law 32-121 would secure funding to help rehabilitate DOE's aging school facilities. At the forefront of this project is to address the renovation or rebuild of SSHS to fix the deficiencies in roofing, exterior/interior, structural, mechanical, electrical, plumbing, and the school grounds. Through the procurement process, the selection committee has identified Guam Education Facilities Foundation to be the highest qualified bidder to reconstruct SSHS. Groundbreaking is anticipated to commence in July 2016 and construction will begin on November 2016 through November 2018.

Throughout this time, we will continue to be vigilant in addressing the minor deficiencies (ceiling tiles, lighting, ventilation, carpentry work, etc.) through our maintenance request process and custodial contract. However, major deficiencies that require high dollar costs such as roofing, exterior painting, and structural problems, for example, may require the completion of the reconstruction project.

Should you have additional inquiries please do not hesitate to call me at 653-2313 or email me at [cdmasnayan@gdoe.net](mailto:cdmasnayan@gdoe.net). I look forward to your favorable response.

Sincerely,

*Carla D. Masnayan*

Carla D. Masnayan

[ ] Approved [✓] Disapproved

*James G. Gillan*

James Gillan, Director of DPHSS

*Our mission is to empower students to become productive citizens of the 21<sup>st</sup> century through a commitment to academic excellence, career preparation and civic engagement.*

Rebecca A. Duenas  
Assistant Principal

Melvin M. Finona  
Assistant Principal

Dr. Kelly R. Sukola  
Assistant Principal

Jessica P. Fejeran  
Assistant Principal



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

Page 1 of 2

**SCHOOL BUILDING INSPECTION REPORT**

<b>ASON</b>		<b>INSPECTION DATE</b> December 3, 29 - 30, 2015; January 5, 2016	<b>ESTABLISHMENT NAME</b> SIMON SANCHEZ HIGH SCHOOL	
Regular		<b>INSPECTION TIME</b>	<b>OWNER/OPERATOR</b>	
Follow-up	X	Hr. Min.	<b>DEPARTMENT OF EDUCATION</b>	
Complaint		<b>TRAVEL TIME</b>	<b>LOCATION</b>	
Investigation		Hr. Min.	<b>YIGO, GUAM</b>	
Other (Specify)		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent, Temporary/Current, Expired	<b>ESTAB. TYPE</b> SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
	A follow-up inspection was conducted on December 3 and December 29 - 30, 2015 and January 5, 2016 based on a previous regular inspection that was conducted on October 5 - 6 and October 8, 2015 which resulted in a "B" grade with 20 demerit points. The following observations were noted:	
	<b>THE FOLLOWING ITEM NUMBERS WERE CORRECTED:</b>	
5	<b>Graded and Sloped</b>	
12	<b>Floors - Two out of three observations were corrected: Rooms 210 and 402</b>	
13	<b>Walls and Ceilings - Sixty-six out of 81 observations were corrected: Rooms 102, 106, 107, 108, 109, 111, 112, 113, 114, 117, 119, 201, 202, 203, 204, 205, 208, 211, 212, 216, 221, 225, 226, 228, 229, 231, 301, 302, 303, 305, 306, 311, 312, 313, 314, 316, 318, 319, 401, 404, 406, 407, 409, Girls Restroom 3 (next to 211), ELA Book Room, Boy's Restroom in the Science Building, Science Book Room, Automotive Classroom, Tech Room right of the Principal's Office, Vice Principal Finona's Room, Vice Principal Fejeran's Room, Men's Staff Restroom across Vice Principal Fejeran's Room, Main Hallway next to CRT Office, Lounge in the Library, Computer Lab in the Library, ROTC Office, Vice Principal's Room across the Business Administration Room, Women's Staff Restroom across Vice Principal Fejeran's Room</b>	
14	<b>Doors</b>	
19	<b>Facility, Maintenance, and Housekeeping - Thirty-five out of 41 observations were corrected: Rooms 103, 104, 105, 110, 111, 116, 117, 118, 206, 207, Outside 208, 212, 216, 221, 228, 305, 307, 311 315, 319, 320, 401, 402, 404, 410, 412, Library, Automotive Shop, Storage Room C near Exit 10, Electrical Storage Room near Rooms 405 and 406, and outside Rooms 310 and 311</b>	
21	<b>Ventilation - Thirty-six out of 38 observations were corrected: Rooms 106, 112, 113, 114, 115, 116, 117, 119, 121, 201, 203, 205, 206, 207, 208, 210, 216, 217, 219, 221, 222, 304, 310, Nurse's Office, Hallway to Room 106, Counselor's Office, Counselor's Storage Room, Room outside Business Administration, Tech Room adjacent to the Principal's Office, Women's Staff Restroom across Vice Principal Fejeran's Room, Library, Staff Office in the Library, the Lounge in the Library, the Computer Lab in the Library, and the Storage Room in the Lounge.</b>	
22	<b>Objectionable odors</b>	
23	<b>Lighting</b>	
	<b>THE FOLLOWING ITEM NUMBERS WERE NOT CORRECTED BY THE ESTABLISHED TIMEFRAME AND IS A REPEAT VIOLATION:</b>	
12	<b>Floors - One out of 3 observations were not corrected: Room 308</b>	
	<i>All floors shall be in maintained in good repair, kept clean, and properly maintained.</i>	
		<b>COS 01/04/16</b>

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)

**CARLA MASNAVON, PRINCIPAL**

DEH INSPECTOR (Name and Title)

12/03/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III

12/29/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III

12/30/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III

1/5/16: Duane Dominguez, EPHO I, and Claire Baradi, EPHO III

\*When any of the following items are cited above, they all be corrected within ten days of the inspection :  
(01), (02), (23), (27), (31).

# **VIOLATION, DEMERIT ASSIGNMENT CHECK LIST**

ITEM	DEMERIT
<b>DOCUMENTS: SECTION III, IV</b>	
01	Permit for construction. 6
02	Sanitary Permit valid. 6
03	Permits, Inspection Report posted. 2
<b>GROUNDS: SECTION V</b>	
04	Located in low noise area, away from sources of air pollution. 4
05	Grounds sloped and graded. 4
06	25,000 sq. ft. of outdoor play area; fences or isolated from vehicles. 4
07	Adequate vector control. 4
08	Grounds: clean, no rubbish, or overgrown vegetation; level. 2
<b>BUILDING: SECTION VI</b>	
09	25, 20, & 18 sq. ft./Child respectively for Elementary, Junior & High School. 2
10	Classrooms, clean, orderly, waste receptacle. 2
11	Janitorial rooms maintained and secured. 2
12	Floors maintained, cleanable, light color, kept cleaned (sealed in restrooms). 2
13	Walls and ceilings of light color and easily cleanable material, clean and good repair. 2
14	Exits easily accessible, marked, open outward, self-closing, repair, clean. No rolling, sliding, revolving, double acting screened. 4
15	Windows, clean, good repair, screening, no obstruction to light. 2
16	Classroom equipment clean and in good repair. 2
17	Individual chairs with attached or adjacent table. 2
18	Adequate storage of maintenance and instructional equipment. 2
19	Facility properly maintained 2
20	All latest editions of applicable code followed 4
<b>VENTILATION: SECTION VII</b>	
21	Adequate natural and/or mechanical/ventilation. 2
22	Objectionable odors vented to the outside. 2
<b>LIGHTING: SECTION VIII</b>	
23	Minimum light requirements A. 30 foot candles lecture room, study halls, laboratories, offices, libraries, art rooms, electronic and machine shops. B. 50 foot candles for children who lip-read or have impaired vision. 2

ITEM	DEMERIT
	C. 20 foot candles - reception rooms, gymnasiums and swimming pools. D. 10 foot candles - auditoriums, cafeterias, locker rooms, corridors and stairways.
<b>PLUMBING: SECTION IX</b>	
24	Properly sized, installed, maintained, UPC. conformance. 4
25	Approved sewage disposal system, utilized 6
<b>WATER SUPPLY: SECTION X</b>	
26	Adequate supply, approved system, sources, safe quality, properly protected. 4
27	No cross-connection, back siphonage. 6
<b>HANDWASHING FACILITIES: SECTION XI</b>	
28	Sinks provided in or adjacent to classrooms (K-2nd) and elsewhere as needed. 2
29	Adequate, convenient, maintained, mixing faucets, water temp., hand cleaner, sanitary towels, waste receptacles, proper ratio: A. Elementary 1/60 B. Secondary 1/100 4
<b>SHOWERS: SECTION XII</b>	
30	Shower rooms properly constructed, adequate, maintained. Proper ratio shower heads: A. 1:4 - Girls B. 1:5 - Boys 4
<b>TOILET FACILITIES: SECTION XIII</b>	
31	Adequate, convenient, maintained, signs, constructed, repair, toilet tissue and separated by sex, ratios: A. Elementary: 1) Water closet - 1:35 Females/1:60 Males 2) Urinals - 1:30 Males B. Secondary & Higher 1) Water closet - 1:45 Females/1:100 Males 2) Urinals - 1:30 Males 6
<b>GARBAGE AND REFUSE DISPOSAL: SECTION XIV</b>	
32	Containers: covered - (adequate number), insect & rodent proof, frequency, clean. 4
33	Outside storage area enclosures facilities provided, constructed, clean. 2
<b>FOOD PROTECTION: SECTION XV</b>	
34	Food Service Operations (USE FSIR)
<b>SAFETY: SECTION XVI</b>	
35	First Aide-Kits and a recognized first aid manual available in each building. 4
36	Fire extinguishers provided. 4
37	Playground equipment in compliance with CPSC, constructed, repair, isolated. 4
38	Fire drills - regular monthly
<b>EXISTING FACILITIES: SECTION XVII</b>	
39	PRE-1983 School Building, Rules and Regulations
<b>TOTAL DEMERITS</b>	



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

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**8/C**

**SCHOOL BUILDING INSPECTION REPORT**

<b>ASON</b> Regular Follow-up <input checked="" type="checkbox"/> X Complaint Investigation Other (Specify)		<b>INSPECTION DATE</b> December 3, 29 - 30, 2015; January 5, 2016	<b>ESTABLISHMENT NAME</b> SIMON SANCHEZ HIGH SCHOOL
		<b>INSPECTION TIME</b> Hr. Min.	<b>OWNER/OPERATOR</b> DEPARTMENT OF EDUCATION
		<b>TRAVEL TIME</b> Hr. Min.	<b>LOCATION</b> YIGO, GUAM
		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent, Temporary/Current, Expired
			<b>ESTAB. TYPE</b> SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
13	<b>Walls and Ceilings - Fifteen out of 81 observations were not corrected:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, and/or kept clean: 1) Social Studies Book Room 2, Boy's Restroom in the Cafeteria, Girl's Restroom in the Cafeteria, and the ROTC Armory Storage Room; 2) Fascia and soffit (i.e., wooden boards on ceiling rafters) were deteriorated outside of Room 305; 3) Walls were not light in color in Room 316; 4) Paint was peeling inside and outside of the school building, not limited to, Rooms 223, 405, Gym, Science Building, and Boy's Restroom next to Room 108; and 5) Mold was present in the Social Studies Book Room 2, the Electrical Storage Room near Rooms 405 and 406, and ROTC Armory Storage Room; and 6) The ceiling was leaking from the skylight above the Cafeteria Stage Area <i>All walls and ceilings shall be kept in good repair, clean, light in color, and properly maintained.</i>	2/8/2016
19	<b>Facility, Maintenance, and Housekeeping - Six out of 41 observations were not corrected:</b> 1) Observed outdoor trip hazard: Metal sheets covering a concrete hole was not secured: outside Room 312, side of Room 310, and Room 306; 2) Concrete hole was open and not covered next to A/C Unit outside Room 311; 3) Awning was in disrepair at Room 320; 4) Exposed bare wood was unsealed in the Boy's Restroom Science Building. <i>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</i>	2/8/2016
21	<b>Ventilation - Three out of 39 observations were corrected:</b> 1) No air conditioning was provided in Room 212; and 2) Direct airflow was being channeled to students in 401. <i>Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students. When mechanical ventilation is provided, it shall be kept clean and in good repair.</i>	2/8/2016
13	<b>A NEW VIOLATION FOR ITEM #13 WAS OBSERVED AS FOLLOWS:</b> <b>Walls and Ceilings -</b> The metal ceiling tile runners were rusted and not in good repair thereby causing a part of the ceiling to droop in Room 229. On December 30, 2015, Ms. Carla Masnayan, Simon Sanchez High School (SSHS) Principal, sent an email to C. Baradi in regards to the voluntary closure of Room 308 until further notice. SSHS will close operations in Room 308 effective January 4, 2016. Based on the above repeat violations, SSHS was issued a "C" grade with 6 demerit points. The "B" Placard No. 00451 was removed and the "C" grade placard No. 00252 was issued and posted. A request for follow-up inspection form was issued. All repeat violations must be corrected by 2/8/16. Failure to do so by the established due date may be subject to another downgrade. Photographs were taken and the SSHS Principal, Carla Masnayan, was briefed on the above.	COS 12/30/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

When any of the following items are cited above, they shall be corrected within ten days of the inspection : (01), (02), (23), (27), (31).	<b>RECEIVED BY (Name and Title)</b> CARLA MASNAYON, PRINCIPAL <b>DEH INSPECTOR (Name and Title)</b> 12/03/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III 12/29/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III 12/30/15: Jerome Garcia, EPHO I, Duane Dominguez, EPHO I, and Claire Baradi, EPHO III 1/5/16: Duane Dominguez, EPHO I, and Claire Baradi, EPHO III
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# **VIOLATION, DEMERIT ASSIGNMENT CHECK LIST**

ITEM		DEMERIT	ITEM		DEMERIT
<b>DOCUMENTS: SECTION III, IV</b>			C. 20 foot candles - reception rooms, gymnasiums and swimming pools. D. 10 foot candles - auditoriums, cafeterias, locker rooms, corridors and stairways.		
01	Permit for construction.	6	<b>PLUMBING: SECTION IX</b>		
02	Sanitary Permit valid.	6	24	Properly sized, installed, maintained, U.P.C. conformance.	4
03	Permits, Inspection Report posted.	2	25	Approved sewage disposal system, utilized	6
<b>GROUNDS: SECTION V</b>			<b>WATER SUPPLY: SECTION X</b>		
04	Located in low noise area, away from sources of air pollution.	4	26	Adequate supply, approved system, sources, safe quality, properly protected.	4
05	Grounds sloped and graded.	4	27	No cross-connection, back siphonage.	6
06	25,000 sq. ft. of outdoor play area; fences or isolated from vehicles.	4	<b>HANDWASHING FACILITIES: SECTION XI</b>		
07	Adequate vector control.	4	28	Sinks provided in or adjacent to classrooms (K-2nd) and elsewhere as needed.	2
08	Grounds: clean, no rubbish, or overgrown vegetation; level.	2	29	Adequate, convenient, maintained, mixing faucets, water temp., hand cleaner, sanitary towels, waste receptacles, proper ratio: A. Elementary 1/60 B. Secondary 1/100	4
<b>BUILDING: SECTION VI</b>			<b>SHOWERS: SECTION XII</b>		
09	25, 20, & 18 sq. ft./Child respectively for Elementary, Junior & High School.	2	30	Shower rooms properly constructed, adequate, maintained. Proper ratio shower heads: A. 1:4 - Girls' B. 1:5 - Boys'	4
10	Classrooms, clean, orderly, waste receptacle.	2	<b>TOILET FACILITIES: SECTION XIII</b>		
11	Janitorial rooms maintained and secured.	2	31	Adequate, convenient, maintained, signs, constructed, repair, toilet tissue and separated by sex, ratios: A. Elementary: 1) Water closet - 1:35 Females/1:60 Males 2) Urinals - 1:30 Males B. Secondary & Higher 1) Water closet - 1:45 Females/1:100 Males 2) Urinals - 1:30 Males	6
12	Floors maintained, cleanable, light color, kept cleaned (sealed in restrooms).	2	<b>GARBAGE AND REFUSE DISPOSAL: SECTION XIV</b>		
13	Walls and ceilings of light color and easily cleanable material, clean and good repair.	2	32	Containers: covered - (adequate number), insect & rodent proof, frequency, clean.	4
14	Exits easily accessible, marked, open outward, self-closing, repair, clean. No rolling, sliding, revolving, double acting screened.	4	33	Outside storage area enclosures facilities provided, constructed, clean.	2
15	Windows, clean, good repair, screening, no obstruction to light.	2	<b>FOOD PROTECTION: SECTION XV</b>		
16	Classroom equipment clean and in good repair.	2	34	Food Service Operations (USE FSIR)	
17	Individual chairs with attached or adjacent table.	2	<b>SAFETY: SECTION XVI</b>		
18	Adequate storage of maintenance and instructional equipment.	2	35	First Aide-Kits and a recognized first aid manual available in each building.	4
19	Facility properly maintained	2	36	Fire extinguishers provided.	4
20	All latest editions of applicable code followed	4	37	Playground equipment in compliance with CPSC, constructed, repair, isolated.	4
<b>VENTILATION: SECTION VII</b>			38	Fire drills - regular monthly	
21	Adequate natural and/or mechanical/ventilation.	2	<b>EXISTING FACILITIES: SECTION XVII</b>		
22	Objectionable odors vented to the outside.	2	39	PRE-1983 School Building, Rules and Regulations	
<b>LIGHTING: SECTION VIII</b>			<b>TOTAL DEMERITS</b>		
23	Minimum light requirements A. 30 foot candles lecture room, study halls, laboratories, offices, libraries, art rooms, electronic and machine shops. B. 50 foot candles for children who lip read or have impaired vision.	2			



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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 10/08/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME
Regular	X	INSPECTION TIME	OWNER/OPERATOR
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION
Complaint		TRAVEL TIME	LOCATION
Investigation		Hr. Min.	
Other (Specify)		SANITARY PERMIT NO. 150000430	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired
			ESTAB. TYPE SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
		DATE
5	<p>A regular inspection was conducted on October 5, 6, and 8, 2015 based on a complaint of unsanitary conditions. The previous inspection was conducted on 12/2/13 resulting in ten demerits and an "A" grade. The school was given the opportunity to correct violations on-site (COS), particularly those deemed critical. The following violations were observed on these dates:</p> <p><b>GROUNDS: SECTION V</b> 10/06/15 Graded and Sloped: The following areas were observed to have standing water that was not being properly drained and/or ground areas that were not properly graded and sloped:</p> <p>1) Grounds were not properly sloped and graded outside Room 307 (COS 10/12/15), Room 318, and Room 320 (COS 10/12/15); 2) Standing water that was not being drained was observed in the following locations: a) Girls Locker Room (COS 10/12/15); b) Outside Boy's Restroom (Butler); c) Area between the Science Wing and the Main Building; d) Room 304; and e) Area outside of Room 315.</p> <p><i>The school site shall be evenly graded and sloped in order to provide adequate surface drainage.</i></p>	4 11/27/15
7	<p>10/05/15 <del>Premises: The premises was found to have inadequate vector control.</del></p> <p>1) <del>Observed evidence of nesting and harboring of rodents in storage room between Room 103 and Room 105.</del></p> <p><del>An Integrated Pest Management program shall be implemented in order to identify, control, and minimize sources of food, water, and shelter which is attracting rodents and insects to the premises. The school site shall be free of potential sources of insect and rodent harborage and breeding sites.</del></p> <p>10/06/15 <del>Insect and Vector Control: The premises was found to have inadequate insect and vector control.</del></p> <p>1) <del>Termites were observed in Storage Room C next to Exit 10; 2) Rat urine odor was prevalent in Room 118 of the Carpentry Shop's second floor; and 3) Cockroaches were observed in the light ballast in Room 410.</del></p> <p><del>An Integrated Pest Management program should be implemented in order to identify, control, and minimize insects and vectors throughout the facility. The school site should practice good sanitation standards to eliminate food, water, and sources of shelter to be free of potential sources of insect and rodent harborage and breeding sites.</del></p>	4 COS 10/9/15  4 COS 10/9/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)  
*Christopher Anderson*  
DEH INSPECTOR (Name and Title)

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection : (01), (02), (23), (27), (31).

10/05/15: Katherine Duenas, EPHO I; Evan Lum, EPHO I; Claire Baradi, EPHO II  
10/06/15: Evan Lum, EPHO I, Duane Dominguez, EPHO I, Claire Baradi, EPHO II, Katherine Del Mundo, EPHO II  
10/08/15: Katherine Duenas, EPHO I, Duane Dominguez EPHO I



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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

<b>REASON</b>		<b>INSPECTION DATE</b> 10/05/15, 10/06/15, 10/08/15	<b>ESTABLISHMENT NAME</b>	
Regular	<input checked="" type="checkbox"/>	<b>INSPECTION TIME</b>	<b>OWNER/OPERATOR</b>	
Follow-up		Hr. Min.	<b>DEPARTMENT OF EDUCATION</b>	
Complaint		<b>TRAVEL TIME</b>	<b>LOCATION</b>	
Investigation		Hr. Min.		
Other (Specify)		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent Temporary Current Expired	<b>ESTAB. TYPE</b> SCHOOL BUILDING

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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
8	<p><b>10/06/15</b> <b>Grounds:</b> The school grounds were observed with rubbish and overgrown vegetation, and was not being properly maintained.</p> <p>1) Old plywood and chairs were stacked outside near the following rooms: Room 307 (COS 10/12/15), Room 318 (COS 10/12/15), and Rooms 319 and 320 (COS 10/12/15); 2) Overgrown vegetation was found throughout the school grounds (COS 10/12/15).</p> <p><b>School grounds shall be kept clean, free of rubbish and overgrown vegetation and shall be reasonably level to prevent any injury.</b></p>	2 COS 10/13/15
9	<p><b>10/06/15</b> <b>Rooms:</b> Several classrooms was observed to exceed recommended capacity and appeared overcrowded based on the total count of desks in the following rooms: 1) Room 220 (no students in room) (COS 10/13/15); and 2) Room 301 based on the total count of students (COS 10/9/15).</p> <p><b>Classroom areas shall be of sufficient size to provide at least 18-20 square feet of space per child in high schools.</b></p>	2 COS 10/13/15
10	<p><b>10/05/15</b> <b>Rooms:</b> The following classrooms were not cleaned, and maintained in an orderly manner:</p> <p>1) Rooms 206, 209, 213, and 214.</p> <p><b>All classrooms shall be kept clean and orderly and provided with approved waste receptacles.</b></p>	2 COS 10/13/15
12	<p><b>10/05/15</b> <b>Floors:</b> The following floors were observed to be in disrepair:</p> <p>1) Tiles were not grouted and were missing because of an on-going project by the School Carpentry Class in the Library (COS 10/13/15) and 2) Floor tiles were missing in Rooms 208 and 209 (COS 10/13/15), and Room 210.</p> <p><b>All floors shall be in good repair, kept clean, and properly maintained.</b></p> <p><b>10/06/15</b> <b>Floors:</b> The following floors were not in good repair:</p> <p>1) Floor tiles were missing under the sink in Boy's Locker Room (COS 10/12/15); 2) The center floor was not stable in Room 308; and 3) Floor tiles were missing in the corner of Room 402.</p> <p><b>All floors shall be in maintained in good repair, kept clean, and properly maintained.</b></p> <p><b>10/08/15</b> <b>Floors:</b> The following floors were observed to be in disrepair:</p> <p>The floor tiles were damaged and cracked in the hall leading to the Boy's Restroom near Room 108 (COS 10/12/15).</p> <p><b>All floors shall be in good repair, kept clean, and properly maintained.</b></p>	2 11/27/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)

DEH INSPECTOR (Name and Title)

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 10/06/15: Evan Lum, EPHO I, Duane Dominguez, EPHO I, Claire Baradi, EPHO III,  
 Katherine Del Mundo, EPHO III  
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**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

SEASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME
Regular	X	INSPECTION TIME	OWNER/OPERATOR
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION
Complaint		TRAVEL TIME	LOCATION
Investigation		Hr. Min.	
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired
			ESTAB. TYPE <b>SCHOOL BUILDING</b>

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
13	<p><b>(Continuation)</b></p> <p><b>10/05/16</b>  <b>Walls and Ceilings:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, or kept clean:            1) Rooms 106, 107, 108 (ceiling leaks as per teacher), 109, 111, 112, 113, 114, 201, 202, 203, 204, 205, 208, 211, 212, 244 (<del>COS-10/13/15</del>), 227 (<del>COS-10/13/15</del>), 228, and Girls Restroom 3 (next to 211).  <b>All walls and ceilings shall be in good repair, kept clean, light in color, and properly maintained.</b></p> <p><b>10/06/15</b>  <b>Walls and Ceilings:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, and/or kept clean:            1) Rooms 117, 216, 221, 225, 226, 228, 229, 231, 301, 302, 303, 311, 313, 314, 316, 318, 401, 404, 407, 409; ELA Book Room; Social Studies Book Room 2; and Boy's Restroom in the Science Building; 2) Spalling (i.e., broken fragments) of concrete in the ceiling of Room 117; 3) Hole in the wall outside of Room 302; 4) Metal bolt was loose near the door of Room 312; 5) Fascia and soffit (i.e., wooden boards on ceiling rafters) were deteriorated outside of Room 305; 6) Walls were not light in color in Room 316; 7) There was a hole in the ceiling of Room 318; 8) Paint was peeling inside and outside of the school building, not limited to, Rooms 223, 305, 306, 319, and 405; Gym; and Science Building; 9) There was a sharp wooden board on the wall at the hallway near the Gym (<del>COS-10/13/15</del>); and 10) Mold was present in the following rooms: a) Social Studies Book Room 2; b) Rooms 228; 313; 311; 316; 401; 406; 409; Science Book Room; and c) Electrical Storage Room near Rooms 405 and 406.  <b>All walls and ceilings shall be kept in good repair, clean, light in color, and properly maintained.</b></p> <p><b>10/08/15</b>  <b>Walls and Ceilings:</b> The following walls, ceilings, and/or ceiling tiles were not in good repair, light in color, or kept clean:            1) Automotive Classroom, Tech Room right of the Principal's Office, Vice Principal Finona's Room, Vice Principal Fejeran's Room, Men's Staff Restroom across Vice Principal Fejeran's Room, Main Hallway next to CRT Office, Room 119, Lounge in the Library, Computer Lab in the Library, Room 102, Boy's Restroom in the Cafeteria, Girl's Restroom in the Cafeteria, and the ROTC Armory Storage Room; 2) The ceiling was leaking from the skylight above the Cafeteria Stage Area; 3) Calcium build-up was found on the ceiling in the ROTC Office; 4) Paint was peeling on the ceiling in the Vice Principal's Room across the Business Administration Room, Women's Staff Restroom, and in Boy's Restroom next to Room 108; and 5) Mold was seen in the Automotive Classroom and ROTC Armory Storage Room.  <b>All walls and ceilings shall be in good repair, kept clean, light in color, and properly maintained.</b></p>	<p>DATE</p> <p>2 11/27/15</p>

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)

DEH INSPECTOR (Name and Title)

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 10/06/15: Evan Lum, EPHO I; Duane Dominguez, EPHO I; Claire Baradi, EPHO I;  
 Katherine Del Mundo, EPHO III  
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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

<b>REASON</b>		<b>INSPECTION DATE</b> 10/05/15, 10/06/15, 10/08/15	<b>ESTABLISHMENT NAME</b>	
Regular	<input checked="" type="checkbox"/>	<b>INSPECTION TIME</b> Hr. Min.	<b>OWNER/OPERATOR</b>	
Follow-up	<input type="checkbox"/>		<b>DEPARTMENT OF EDUCATION</b>	
Complaint	<input type="checkbox"/>	<b>TRAVEL TIME</b> Hr. Min.	<b>LOCATION</b>	
Investigation	<input type="checkbox"/>			
Other (Specify)		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent, Temporary, Current, Expired	<b>ESTAB. TYPE</b> SCHOOL BUILDING

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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
14	<p><b>10/05/15</b> Doors: The following doors and/or self closing devices were in disrepair or self closing devices were not provided:</p> <p>1) The self closing device was in disrepair at the door in Room 201 (COS 10/13/15); 2) Observed a screw sticking out on top of the door adjacent to the stairs in Room 118 of the Carpentry Shop (COS 10/13/15); and 3) Observed a hole at the bottom of the door in Room 100A (COS 10/13/15).</p> <p><b>All doors and self-closing devices shall be kept in good repair and maintained.</b></p> <p><b>10/06/15</b> Doors: The following doors and/or self closing devices were in disrepair or self closing devices were not provided:</p> <p>1) Rooms 231 (COS 10/13/15); Exit 10; Rooms 306 (COS 10/12/15), 308, and 315; 2) Observed a screw sticking out at the top of door to stairs in Shop 118 (COS 10/13/15); 3) Observed a door with rust at Room 405; 4) Observed a door with rough edges in Rooms 309 (COS 10/13/15) and 402; and 5) Observed outer openings: At the door leading to the outside at Exit 10; Gym (COS 10/13/15); Rooms 118; 301 (COS 10/13/15); 311 (COS 10/13/15); 306 (COS 10/13/15); 401 (COS 10/13/15); 402 (COS 10/13/15); 407 (COS 10/13/15); 408 (COS 10/13/15); 400 (COS 10/13/15); 410 (COS 10/13/15); 411 (COS 10/13/15); and Storage Room next to Rooms 405 and 406 (COS 10/13/15).</p> <p><b>All doors and self-closing devices shall be kept in good repair and maintained.</b></p> <p><b>10/08/15</b> Doors: The following doors and/or self closing devices were in disrepair or self-closing devices were not provided:</p> <p>1) Boy's Restroom in Automotive Shop (COS 10/12/15), and Girl's Restroom in Automotive Shop; (COS 10/12/15); 2) A hole was present at the bottom of door in Room 100A (COS 10/13/15); and 3) Outer openings were noted at the door leading to the outside at the rear stage door in the Cafeteria (COS 10/13/15).</p> <p><b>All doors and self-closing devices shall be kept in good repair and maintained.</b></p>	4 11/27/15
15	<p><b>10/06/15</b> Windows: The following windows or window screens were in disrepair and/or screens were not provided:</p> <p>1) Plexiglas was unsecured at the stairs near Room 220; 2) Window jambs were broken at Rooms 306 and 313; 3) Plexiglas was missing in Room 305; 4) Screens were not provided in Room 310 (A/C was not working); 5) Window louvers were missing in the Gym; and 6) Broken window screen was found at the Boy's Restroom at the Science Building.</p> <p><b>All windows shall be kept clean, good repair, and maintained.</b></p>	2 COS 10/12/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)

DEH INSPECTOR (Name and Title)

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(01), (02), (23), (27), (31).

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10/08/15: Evan Lum, EPHO I, Duane Dominguez, EPHO I, Claire Baradi, EPHO III,  
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**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME
Regular	<b>X</b>	INSPECTION TIME	OWNER/OPERATOR
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION
Complaint		TRAVEL TIME	LOCATION
Investigation		Hr. Min.	
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired
			ESTAB. TYPE <b>SCHOOL BUILDING</b>

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
16	<p><b>10/05/15</b>  <b>Classroom Equipment:</b> The following classroom equipment was observed to be in disrepair:            1) The projector screen contained a metal object that was protruding thereby posing a laceration and safety hazard in Room 227.  <i>All classroom equipment shall be in good repair to ensure the safety of the students and faculty.</i></p> <p><b>10/06/15</b>  <b>Classroom Equipment:</b> Observed classroom equipment in disrepair in the following rooms:—            1) Pencil sharpener was hanging in Room 302 (COS 10/9/15); and 2) Metal book shelf was broken in Room 313 (COS 10/9/15).  <i>All classroom equipment shall be kept clean and in good repair to ensure safety of the students and faculty.</i></p>	<p>2—COS 10/09/15</p> <p>2—COS 10/9/15</p>
17	<p><b>10/06/15</b>  <b>Seating:</b> Student desks were in disrepair:            1) Rooms 231, 309, and 312.  <i>All individual seating units/desks shall be in good repair and maintained in order to provide students with comfortable seating and convenient writing without undue strain.</i></p>	2—COS 10/12/15
18	<p><b>10/05/15</b>  <b>Maintenance and Housekeeping:</b>— Observed inadequate storage of maintenance and instructional equipment (i.e., desks and bookshelves) in the following areas: 1) Library; 2) Hallway adjacent to the Girls Restroom 3 and Room 211; and 3) Room 214.  <i>There shall be sufficient space for the storage of outdoor clothing raincoats, maintenance equipment, ground equipment, and instructional equipment to prevent cluttering of classrooms, walkways, or other areas.</i></p> <p><b>10/06/15</b>  <b>Maintenance and Housekeeping:</b> Inadequate storage of maintenance and instructional equipment was observed in Rooms 306, 312, 406, and 411.  <i>There shall be sufficient space for the storage of maintenance equipment, ground equipment, and instructional equipment to prevent the cluttering of classrooms, walkways, or other areas.</i></p>	<p>2—COS 10/13/15</p> <p>2—COS 10/13/15</p>

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

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**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

<b>REASON</b>		<b>INSPECTION DATE</b> 10/05/15, 10/06/15, 10/08/15	<b>ESTABLISHMENT NAME</b>
Regular	<b>X</b>	<b>INSPECTION TIME</b>	<b>OWNER/OPERATOR</b>
Follow-up		Hr. Min.	<b>DEPARTMENT OF EDUCATION</b>
Complaint		<b>TRAVEL TIME</b>	<b>LOCATION</b>
Investigation		Hr. Min.	
Other (Specify)		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent, Temporary/Current, Expired
			<b>ESTAB. TYPE</b> SCHOOL BUILDING

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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
19	<p><b>10/05/15</b>  <b>Facility, Maintenance, and Housekeeping:</b> The following areas within the facility were not in good repair and/or maintained:</p> <p>1) Exposed wires were observed in the Library and in Rooms 116, 207, and 212; 2) Observed exposed bare/unsealed wood in the Library; Room 111; and outside Room 208; 3) Exit sign was not properly used in Room 104 and the exit door was blocked with student desk; 4) Observed hazardous materials not stored properly in Rooms 206 and 242 (<del>COS 40/6/45</del>); and 5) Observed extension cords and internet lines across the floors in Rooms 103, 105, 110, and 206.</p> <p><b>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</b></p>	2 11/27/15
	<p><b>10/06/15</b>  <b>Facility, Maintenance, and Housekeeping:</b> The following areas within the facility were not being maintained in good repair:</p> <p>1) Exposed wires in the electrical panel was observed: At Storage Room C near Exit 10, Outside Room 312, Room 406 (<del>COS 40/42/45</del>), and Electrical Storage Room near Rooms 405 and 406; 2) Observed outdoor trip hazard: Metal sheets covering a concrete hole was not secured: outside Room 312, side of Room 310, and Room 306; 3) Concrete hole was open and not covered next to A/C Unit outside Room 311; 4) Cracked PVC pipe with sharp edges was exposed on the ground outside Rooms 310 and 311; 5) Handrail was missing on steps to Room 300 (<del>COS 10/42/45</del>); 6) Awning was in disrepair at Room 320; 7) Sharp edges were observed on the cabinets in Rooms 404 and 412; 8) Old A/C brackets inside Rooms 401 and 402; and 9) Exposed bare wood was unsealed: At the door at Room 307; Windows in Gym (<del>COS 40/42/45</del>); Rooms: 216, 117, 305, 311, 315, 319, 402, 410, and 412; and the Boy's Restroom Science Building; 10) Observed hazardous materials not stored properly in Rooms 118 and 320; and 11) Observed extension cords and internet lines lying across the floors in Rooms 221 and 228.</p> <p><b>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</b></p>	
	<p><b>10/08/15</b>  <b>Facility, Maintenance, and Housekeeping:</b> The following area within the facility was not in good repair and/or maintained:</p> <p>1) Exposed wire was seen from the wall outlet in the Automotive Shop.</p> <p><b>All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.</b></p>	

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**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
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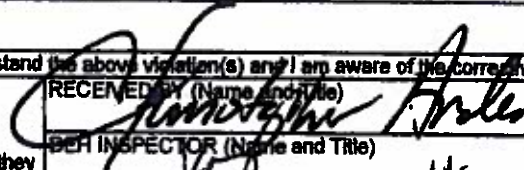
**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME	
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ITEM NO.	REMARKS	CORRECT BY:
21	<p>(Continuation)</p> <p><b>VENTILATION: SECTION VII</b> <b>10/05/15</b> <b>Ventilation:</b> The following rooms were observed to have their mechanical ventilation systems either in disrepair, not cleaned, and/or not provided:</p> <p>1) Observed dusty or covered diffusers, missing diffusers, or dirty air conditioning vents in the Library; Rooms 106, 112, 113, 114, 115, 116, 206, 207, 208, 210, 219; Nurse's Office; Hallway to Room 106; and the Counselor's Office; and 2) No air conditioning was provided in the following rooms: Counselor's storage room (not typically accessed) temperature taken: 75.7°F; Room 201 (76.2°F, %RH 63.5); Room 203 (77.5°F, %RH 63.5); the air condition unit was turned off in Room 205 (77.7°F, %RH 71.3); and Room 212 (72.5°F, %RH 65.4).</p> <p><i>Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students. When mechanical ventilation is provided, it shall be kept clean and in good repair.</i></p> <p><b>10/06/15</b> <b>Ventilation:</b> The following rooms were observed to have mechanical ventilation systems in disrepair, not cleaned, and/or were not provided:</p> <p>1) Dusty or covered diffusers, missing diffusers, and/or dirty air conditioning vents were observed in Rooms 117, 216, 217, 221, and 222; 2) Direct airflow was being channeled to students in Rooms 221 and 401; 3) Air handler was either turned off or not working in Room 121 (there were students in the room; %RH 79.1, 85.0°F); 4) A/C was not working in Room 304 (students in class were conducting presentations; %RH 78.1, 85.0°F); 5) Two A/C units were not working in Room 310 (students were present in the class; %RH 81.0, 81.1°F), and two fans were being utilized. As per teacher of Room 310, A/C units have been out for 3 weeks.</p> <p><i>Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students. When mechanical ventilation is provided, it shall be kept clean and in good repair.</i></p>	<p>DATE 2 11/27/15</p>

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*Acting*  
*DSR*  


**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
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20/B

**SCHOOL BUILDING INSPECTION REPORT**

<b>REASON</b>		<b>INSPECTION DATE</b> 10/05/15, 10/06/15, 10/08/15	<b>ESTABLISHMENT NAME</b> -----
Regular	<input checked="" type="checkbox"/>	<b>INSPECTION TIME</b>	<b>OWNER/OPERATOR</b>
Follow-up		Hr. Min.	<b>DEPARTMENT OF EDUCATION</b>
Complaint		<b>TRAVEL TIME</b>	<b>LOCATION</b>
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Other (Specify)		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent, Temporary/Current, Expired
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ITEM NO.	REMARKS	CORRECT BY:
		DATE
	(Continuation)	
	10/08/15 Ventilation: The following rooms were observed to have their mechanical ventilation systems either in disrepair, not cleaned, and/or were not provided:  1) Dusty or covered diffusers, missing diffusers, or dirty air conditioning vents were observed: In the room outside Business Administration; Tech Room adjacent to the Principal's Office; Women's Staff Restroom across Vice Principal Fejeran's Room; Room 119; Staff Office in the Library; the Lounge in the Library; the Computer Lab in the Library; and the Storage Room in the Lounge.  <i>Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students. When mechanical ventilation is provided, it shall be kept clean and in good repair.</i>	
22	10/05/15: Objectionable odors: The following room was observed to have a musty and moldy smell.  1) Room 205 <i>All rooms, areas, and equipment from which contaminated aerosols, obnoxious odors, or noxious fumes or vapor may originate shall be effectively vented to the outside air.</i>	2 11/27/15
	10/06/15: Objectionable odors: The following room was observed to have a musty and moldy smell.  1) Boy's Locker Room (COS-4042/46), Room 302, Room 316, and Science Book Rooms 405 and 406.  <i>All rooms, areas, and equipment, from which contaminated aerosols, obnoxious odors, or noxious fumes, or vapor may originate shall be effectively vented to the outside air.</i>	
23	<b>LIGHTING: SECTION VIII</b>  10/05/15: Lighting: The following rooms were observed to have lighting fixtures in disrepair:  1) Rooms 106, 114 and 243 (COS-4043/45).  <i>When adequate natural light is not available, artificial light shall be provided to promote a comfortable visual environment. All light fixtures shall be kept in good repair and maintained.</i>	2 11/27/15

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**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

EASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME	
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Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION	
Complaint		TRAVEL TIME	LOCATION	
Investigation		Hr. Min.		
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE SCHOOL BUILDING

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ITEM NO.	REMARKS	CORRECT BY:
	<p>(Continuation)</p> <p><b>10/06/15:</b>  <b>Lighting:</b> The following rooms were observed to have lighting fixtures in disrepair:            1) No light shield at entrance to Room 117/118; 2) Inadequate lighting and broken light shields in Room 118 (0 and 0.4 Foot Candle); 3) Light bulb not working and light panel hanging down in Room 121; 4) Light panels dirty in Room 231; 5) Light not working in Storage Room C near Exit 10 (0 Foot Candle); 6) Inadequate lighting in Boy's Restroom Butler (0.6 and 7.7 Foot Candles); 7) Lights not working in Room 304 (13.9 Foot Candles); 8) One light ballast not working in Room 311; 9) 1 light flickering in Room 315; (60.9 Foot Candles); 10) No light in Electrical Room (1.2 Foot Candles); and 11) Inadequate lighting in Storage Room 406/408 (16.9 Foot Candles) (COS 10H345).</p> <p><i>When adequate natural light is not available, artificial light shall be provided to promote a comfortable visual environment. All light fixtures shall be kept in good repair and maintained. Minimum acceptable levels for school lighting in the following areas shall be:</i>  <b>Lecture rooms, study halls, laboratories, offices, libraries, art rooms, and electronic and machine shops-30 foot candles.</b>  <b>Classrooms for partially seeing children and those who lip read - 50 foot candles.</b>  <b>Reception rooms, gymnasiums, and all swimming pools - 20 foot candles.</b>  <b>Auditoriums, cafeterias, locker rooms, corridors and stairways - 10 foot candles.</b></p> <p><b>10/08/15:</b>  <b>Lighting:</b> The following rooms were observed to have lighting fixtures in disrepair:            1) Two light bulbs were not working in the Tech Room; 2) Three light bulbs were not working in Men's Staff Restroom; 3) Two light bulbs were not working Women's Staff Restroom; 4) Four light bulbs were not working in the Automotive Shop (21.0 Foot Candles); 5) One light bulb was not working in Girl's Restroom in the Cafeteria; 6) Six light bulbs were not working at stage area in the Cafeteria; and 7) One light bulb was not working in the ROTC Armory Room.</p> <p><i>When adequate natural light is not available, artificial light shall be provided to promote a comfortable visual environment. All light fixtures shall be kept in good repair and maintained. Minimum acceptable levels for school lighting in the following areas shall be:</i>  <b>Lecture rooms, study halls, laboratories, offices, libraries, art rooms, and electronic and machine shops-30 foot candles.</b>  <b>Classrooms for partially seeing children and those who lip read - 50 foot candles.</b>  <b>Reception rooms, gymnasiums, and all swimming pools - 20 foot candles.</b>  <b>Auditoriums, cafeterias, locker rooms, corridors and stairways - 10 foot candles.</b></p>	<p>DATE</p>

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*Acting*  
*D. B. N. A.*  
*[Signature]*  
*[Signature]*  
*[Signature]*

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

**20/B****SCHOOL BUILDING INSPECTION REPORT**

<b>REASON</b>		<b>INSPECTION DATE</b> 10/05/15, 10/06/15, 10/08/15	<b>ESTABLISHMENT NAME</b>
Regular	<input checked="" type="checkbox"/>	<b>INSPECTION TIME</b>	<b>OWNER/OPERATOR</b>
Follow-up		Hr. Min.	<b>DEPARTMENT OF EDUCATION</b>
Complaint		<b>TRAVEL TIME</b>	<b>LOCATION</b>
Investigation		Hr. Min.	
Other (Specify)		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> Permanent, Temporary/Current, Expired
			<b>ESTAB. TYPE</b> <b>SCHOOL BUILDING</b>

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ITEM NO.	REMARKS	CORRECT BY: DATE
26	<p>(Continuation)</p> <p><b>WATER SUPPLY: SECTION X</b></p> <p>10/05/15: <b>Water Fountains:</b> The following water fountain was observed to be in disrepair: 1) The water fountain located outside of the Choir Room was observed to be clogged and the mouth guard was misaligned (COS 10/9/15). <i>Drinking fountains shall be provided in the ratio of one per each 75 students. The school water supply system shall be in a good working order at all times so as to adequately supply the water demand of the school for the proper hydration of students and faculty.</i></p>	4 COS 10/12/15
27	<p>10/05/15: <b>Water Fountains:</b> The following water fountain was observed to be in disrepair: 1) The water fountain located outside of the Automotive Shop had no cover and had mold on the filter. <i>Drinking fountains shall be provided in the ratio of one per each 75 students. The school water supply system shall be in a good working order at all times so as to adequately supply the water demand of the school for proper hydration of students and faculty.</i></p>	4 COS 10/12/15
29	<p>10/06/15: <b>Cross-Connection/Back Siphonage:</b> The following faucet fixtures were observed with no vacuum breakers: 1) Faucet fixtures in Room 317 in Room 317 and the outside faucets throughout the facility had no vacuum breakers. <i>Any water outlet with a threaded, corrugated or quick coupling nozzle, shall be provided with a vacuum breaker. All water outlets shall be protected from back flow either by air gap or back flow prevention devices. There shall be no existing or potential cross-connection or back siphonage problems anywhere in the school building or its premises.</i></p> <p><b>HANDWASHING FACILITIES: SECTION XI</b></p> <p>10/05/15: <b>Handwashing Facilities:</b> The following hand-washing facilities were not maintained: 1) Boy's Restroom 1 located near Room 106; and 2) Boy's Restroom near Room 202. <i>All handwashing facilities shall be kept in good repair, clean, and maintained with the required soap, running water, sanitary paper towel and its dispenser. Handwashing with soap and running water is important for removing pathogens that may be present on the hands. Sanitary paper towel must be dispensed from a dispenser to prevent its cross-contamination. All hand-washing facilities shall be adequate in size and number to serve the total population of the school based on the ratio for secondary schools of at least one (1) lavatory for every 100 students.</i></p>	6 COS 10/8/15  4 COS 10/13/15

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**20/B****SCHOOL BUILDING INSPECTION REPORT**

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ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
	10/06/15: Handwashing Facilities: The following hand-washing facilities were in disrepair and not maintained: 1) Handwash sink blocked and no paper towel provided in 302/303 DECA (COS 10/13/15); 2) Observed paint in one sink in Girls Restroom Science Building; 3) No soap provided in Girl's Restroom 2 near front stairs; 4) 2 sinks not working in Girl's Locker Room (COS 10/6/15).	4—COS 10/13/15
	<i>All handwashing facilities shall be kept in good repair, clean, and maintained with the required soap, running water, sanitary paper towel and its dispenser. Handwashing with soap and running water is important for removing pathogens that may be present on the hands. Sanitary paper towel must be dispensed from a dispenser to prevent its cross-contamination. All hand-washing facilities shall be adequate in size and number to serve the total population of the school based on the ratio for secondary schools of at least one (1) lavatory for every 100 students.</i>	
	10/08/15: Handwashing Facilities: The following hand-washing facilities were in disrepair and not maintained: 1) The soap dispenser in the Boy's Restroom near Room 108 was in disrepair, and 2) There was no paper towels provided in the Boy's Restroom in the Automotive Shop. <i>All handwashing facilities shall be kept in good repair, clean, and maintained with the required soap, running water, sanitary paper towel and its dispenser. Handwashing with soap and running water is important for removing pathogens that may be present on the hands. Sanitary paper towel must be dispensed from a dispenser to prevent its cross-contamination. All hand-washing facilities shall be adequate in size and number to serve the total population of the school based on the ratio for secondary schools of at least one (1) lavatory for every 100 students.</i>	4—COS 10/13/15
30	SHOWERS: SECTION XII 10/05/15: Showers: The shower facilities were not maintained. 1) The shower stall in the Nurse's Office was used as a storage area containing unnecessary articles and was not easily accessible. <i>Shower and locker rooms shall be kept clean, maintained, and well-ventilated. The lockers, showerheads and floors shall be kept in good repair. There shall be a minimum of one showerhead for each four (4) girls and one showerhead for each five (5) boys based upon maximum demand in any one period.</i>	4—COS 10/12/15

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# SCHOOL BUILDING INSPECTION REPORT

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**SCHOOL BUILDING INSPECTION REPORT**

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Regular	X	INSPECTION TIME	OWNER/OPERATOR
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION
Complaint		TRAVEL TIME	LOCATION
Investigation		Hr. Min.	
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired
			ESTAB. TYPE SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
	<p><b>10/06/15:</b></p> <p><b>Toilet Facilities:</b> The following toilet facilities were observed to be either in disrepair, overflowing/clogged, unsanitary, not properly maintained. Toilet tissues were not provided.</p> <p>1) Two water closets were not working and two did not have toilet tissue in the Girl's Restroom 2 (COS-10/12/15); 2) One water closet was not functioning properly in the Girl's Locker Room (COS-10/12/15); 3) One urinal (3rd urinal from the sink) was found overflowing/clogged in the Boy's Butler Restroom (COS-10/12/15); and 4) The Girl's Butler Restroom was not cleaned (COS-10/12/15), one water closet was not flushing properly, and one water closet had no toilet tissue.</p> <p><b>All toilet facilities shall be kept in good repair, clean, free from foul odor, and supplied with toilet tissue at all times. Students experiencing diarrhea from food borne illness, gastroenteritis, or other intestinal disease may not have sufficient time to obtain toilet tissue which can lead to adverse health and sanitation issues, not to mention embarrassment. Toilet tissue must be stored and dispensed in a place &amp; manner to prevent its contamination.</b></p> <p><b>The minimum number of toilet fixtures required for secondary schools:</b></p> <p><b>Girls' water closets — one for each 25 females;</b></p> <p><b>Boys' water closets — one for each 100 male;</b></p> <p><b>Boys' urinals — one for each 30 males.</b></p>	6 COS-10/13/15
31	<p><b>10/08/15:</b></p> <p><b>Toilet Facilities:</b> Toilet facilities were observed to be either in disrepair, overflowing/clogged, unsanitary, not properly maintained. Toilet tissues were not provided.</p> <p>Observed the Boys Restroom near Room 108 observed to be dirty and unsanitary (COS-10/12/15).</p> <p><b>All toilet facilities shall be kept in good repair, clean, free from foul odor, and supplied with toilet tissue at all times. Students experiencing diarrhea from food borne illness, gastroenteritis, or other intestinal disease may not have sufficient time to obtain toilet tissue which can lead to adverse health and sanitation issues, not to mention embarrassment. Toilet tissue must be stored and dispensed in a place &amp; manner to prevent its contamination.</b></p> <p><b>The minimum number of toilet fixtures required for secondary schools:</b></p> <p><b>Girls' water closets — one for each 25 females;</b></p> <p><b>Boys' water closets — one for each 100 male;</b></p> <p><b>Boys' urinals — one for each 30 males.</b></p>	6 COS-10/13/15

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

RECEIVED BY (Name and Title)

DEH INSPECTOR (Name and Title)

When any of the following items are cited above, they shall be corrected within ten days of the inspection :  
(01), (02), (23), (27), (31).

10/05/15: Katherine Duenas, EPHO I; Evan Lum, EPHO I; Claire Baradi, EPHO III  
10/06/15: Evan Lum, EPHO I, Duane Dominguez, EPHO I; Claire Baradi, EPHO III,  
Katherine Del Mundo, EPHO III  
10/08/15: Katherine Duenas, EPHO I, Duane Dominguez EPHO I



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

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**20/B**

**SCHOOL BUILDING INSPECTION REPORT**

<b>REASON</b>		<b>INSPECTION DATE</b> 10/05/15, 10/06/15, 10/08/15	<b>ESTABLISHMENT NAME</b>	
Regular	<b>X</b>	<b>INSPECTION TIME</b>	<b>OWNER/OPERATOR</b>	
Follow-up		Hr. Min.	<b>DEPARTMENT OF EDUCATION</b>	
Complaint		<b>TRAVEL TIME</b>	<b>LOCATION</b>	
Investigation		Hr. Min.		
Other (Specify)		<b>SANITARY PERMIT NO.</b> 150000420	<b>PERMIT CATEGORY STATUS (Circle One)</b> <i>Permanent, Temporary/Current, Expired</i>	<b>ESTAB. TYPE</b> <b>SCHOOL BUILDING</b>

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
	(Continuation)	DATE
32	<b>GARBAGE AND REFUSE DISPOSAL: SECTION XIV</b> <b>10/06/15:</b> <del>Outside Garbage Storage Area: Refuse and garbage was observed to be improperly stored or did not have adequate coverage.</del> <del>1) Numerous bags of recycled cans were improperly stored outside the Science Building. Trash containers throughout school grounds did not have tight fitting lids.</del> <del>Every school shall provide an adequate number of garbage and trash containers with tight fitting lids which shall be located at a place suitable for their use. Garbage, trash, and other solid wastes shall be disposed of regularly.</del>	4 COS 10/12/15
33	<b>10/06/15:</b> <del>Outside Garbage Storage Area: Commercial garbage receptacles were observed to not be in adequate enclosures or proper locations.</del> <del>1) Commercial garbage receptacles were stored directly on the grass near an open field.</del> <del>Trash cans or barrels shall be elevated to at least 18 inches from the ground surface and the areas around the containers shall be kept clean so as not to serve as harborage for vermin. Bulk refuse containers shall be located on impervious asphalt or concrete surfaces sloped to drain into an approved sewage disposal system.</del>	2 COS 10/12/15
36	<b>SAFETY: SECTION XVI</b> <b>10/05/15:</b> <del>Fire Extinguishers: Fire extinguishers were observed to be either missing, improperly stored (e.g., directly on the floor), and/or not properly mounted in the following rooms:</del> <del>1) Rooms 114, 202, 206, and 212.</del> <del>Fire extinguishers shall be provided and installed properly as required by the Guam Fire Department.</del>	4 COS 10/12/15
	<b>10/06/15:</b> <del>Fire Extinguishers: Fire extinguishers were observed to be either missing, improperly stored (e.g., directly on the floor), and/or not properly mounted in the following rooms:</del> <del>1) Rooms 216, 218, 225, 231, and 308.</del> <del>Fire extinguishers shall be provided and installed properly as required by the Guam Fire Department.</del>	4 COS 10/12/15
	Photographs were taken of violations and observations.	
	Simon A. Sanchez High School representatives and GDOE personnel were briefed on the preliminary inspection findings on October 5, 2015.	
	A regular inspection was conducted on October 5, 6, and 8, 2015. A preliminary total of 72 demerits were cited; however, 52 demerits were corrected. As a result of this inspection, the above violations were cited with a total of 20 demerits.	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection :  
(01), (02), (23), (27), (31).

RECEIVED BY (Name and Title)  
*[Signature]*  
DEH INSPECTOR (Name and Title)

10/05/15: Katherine Duenas, EPHO I; Evan Lum, EPHO I; Claire Baradi, EPHO III  
 10/06/15: Evan Lum, EPHO I, Duane Dominguez, EPHO I, Claire Baradi, EPHO III,  
 Katherine Del Mundo, EPHO III  
 10/08/15: Katherine Duenas, EPHO I, Duane Dominguez EPHO I

**20/B**

# SCHOOL BUILDING INSPECTION REPORT

REASON		INSPECTION DATE 10/05/15, 10/06/15, 10/08/15	ESTABLISHMENT NAME	
Regular	X	INSPECTION TIME	OWNER/OPERATOR	
Follow-up		Hr. Min.	DEPARTMENT OF EDUCATION	
Complaint		TRAVEL TIME	LOCATION	
Investigation		Hr. Min.		
Other (Specify)		SANITARY PERMIT NO. 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE SCHOOL BUILDING

Based on an inspection this day, the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

[illegible]

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

**\*When any of the following items are cited above, they shall be corrected within ten days of the inspection :**  
**(01), (02), (23), (27), (31).**

RECEIVED BY (Name and Title)

DEH INSPECTOR (Name and Title)

10/05/15: Katherine Duenas, EPHO I; Evan Lum, EPHO I; Claire Baradi, EPHO III  
10/08/15: Evan Lum, EPHO I; Duane Dominguez, EPHO I; Claire Baradi, EPHO III  
Katherine Del Mundo, EPHO III  
10/08/15: Katherine Duenas, EPHO I; Duane Dominguez EPHO I



## Claire Baradi

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**From:** Carla Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Friday, April 15, 2016 8:22 AM  
**To:** Claire Baradi  
**Subject:** Re: Status: School Pilot Program

Hi Claire,

I hope you are doing well also. We received your email but I am out during the day for a funeral but I will be heading into work after to sit down with my admin team and go over the responses to send you next week.

Thanks,  
Carla

Sent from my iPhone

On Apr 14, 2016, at 3:11 PM, Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)> wrote:

Good Afternoon, Pilot School Principals and POCs.

Hope you are all doing well.

As you know, the pilot program was instituted to assist schools in complying with the Rules and Regulations Pertaining to School Sanitation. I would like to touch base with you on your status with the school pilot program. Per the Memorandum of Understanding, it is required that the pilot program be implemented at your school. It is particularly important that I receive feedback to gauge the efficacy of the pilot program.

Please take the time to answer the following questions, so I may document how the program is working for you:

- 1) To what extent have you implemented the school pilot program?
  - a. Have you formed your School Improvement Team?
  - b. Are you utilizing the worksheets provided in the Toolkit?
  - c. Have you reached out to the community or other stakeholders to assist you in meeting the regulations? In what way and how has that worked out for your school?
- 2) What items have you found most useful?
- 3) What items can be improved upon?
- 4) If you are having difficulty implementing or using the pilot program, what specifically is causing this?
- 5) How often are you utilizing the tools in the pilot program?

We cannot stress enough about the importance of utilizing, or at least attempting to utilize, the tools provided in the pilot program in meeting the requirements of the governing regulations. We believe the workbook and the toolkit are great resources for the schools, but its value cannot be realized, and its effectiveness evaluated, if it's not implemented. We are happy to

assist you if there are any questions or challenges you're facing in effectuating the workbook and toolkit.

Thank you very much and I hope to hear from you soon.

Claire M. Baradi  
Environmental Public Health Officer III  
Division of Environmental Health  
Department of Public Health & Social Services  
123 Chalan Kareta  
Mangilao, GU 96913-6304  
(671)735-7522 Office (671) 734-5556 Fax  
[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

## Claire Baradi

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**From:** Carla Benita Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Monday, April 25, 2016 3:41 PM  
**To:** Claire Baradi  
**Cc:** Melvin Finona  
**Subject:** Action Plan to address the remaining citations  
**Attachments:** CLAIRE BARADI - SSHS.docx

Good afternoon Claire,

Please see attached response to your questions. I have also attached the quick action plan to address the remaining citations. The plan is draft for now because I need to address the Gym and Skylight to the School Improvement Team (Melvin and I may have a plan but we will need to do some coordinating for the Skylight).

We will see you on Wednesday!

--

Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
(C) 483-5400

## SIMON SANCHEZ HIGH SCHOOL

1) To what extent have you implemented the school pilot program? *Simon Sanchez has partially implemented the school pilot program.*

a. Have you formed your School Improvement Team? *Yes, members include:*

- Admin: Carla Masnayan & Melvin Finona
- School Safety Liaisons / Teacher Reps: Gregory Perez & Rey Villaflor
- Admin Officer: Hester Sanchez
- School Aide: Naomi Toves
- Custodial Staff: Bill San Nicolas
- Parent Rep: Claudette Delos Santos

*Just this month, we were able to identify the community rep who can commit to coming on a regular basis – Mrs. Claudette Delos Santos. Team also recommends that a member from Facilities and Maintenance be a part of the team*

b. Are you utilizing the worksheets provided in the Toolkit? *Worksheets that were used: Teacher Checklist; Ratios Worksheet for Secondary – this is always updated/submitted to our Deputy ESCL in the form of our 14points information. Action Plan Sheet modified. Additionally, 14 points information include toilet, urinal, handwashing, classroom cleanliness, ACs, etc. so these are reviewed on a monthly basis.*

c. Have you reached out to the community or other stakeholders to assist you in meeting the regulations? *In what way and how has that worked out for your school? Yes we have. We have our Yigo Mayor's Office, our 4-H club students and other students in need of community service hours, work detail students.*

2) What items have you found most useful? *The SBS Guidance Manual for School Building Sanitation was most helpful. In the past, the guidance was provided by the old blue booklet listing the regulations. This manual was more comprehensive in nature because of the "WHY" explanation. This was provided to the members of the School Improvement Team to use as guidance.*

3) What items can be improved upon? *There was a lot of good effort put into creating the document.*

4) If you are having difficulty implementing or using the pilot program, what specifically is causing this? *There is disconnect between the reporting mechanism and the Facilities & Maintenance Division because*



ITEM NO,	REMARKS	CORRECT BY:	UPDATES:
13	Walls were not light in color in Room 316	5/20/216	School will paint the wall April 30, 2016
13	Paint was peeling inside and outside of the school building	5/20/216	Pending-to be discussed in the April 27 SIT meeting
13	Paint peeling Room 223	5/20/216	Completed
13	Paint peeling Room 405	5/20/216	Completed
13	Paint peeling Gym ceiling	5/20/216	Coordinate with DOC to assist with scraping of paint. Coordinate with line agency to provide lift for DOC
13	Paint peeling Science Building	5/20/216	Pending
13	Boys' restroom near Room 108 ceiling	5/20/216	Custodians will scrape and paint bathroom ceiling on April 30, 2016
13	The ceiling was leaking from the skylight above the Cafeteria Stage area	5/20/216	Pending-to be discussed in the April 27 SIT meeting
19	Outdoor trip hazard; Metal sheets covering a concrete hole was not secured: Rooms 312, 310, and 306	5/20/216	Room 312, 310 repaired. Carpentry class will inventory the sheet metal covering hole by Room 306.
19	Awning in disrepair outside Room 320	5/20/216	Replace the sections of 320 awning with corrugated tin roofing. Request assistance from F&M

## Claire Baradi

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**From:** Melvin Finona [mmfinona@gdoe.net]  
**Sent:** Monday, May 02, 2016 8:24 AM  
**To:** Claire Baradi; Carla Benita Masnayan; Melvin Finona; Christopher J. Anderson  
**Subject:** April Monthly Report  
**Attachments:** SSHS\_SIT\_Monthly Report\_April 2016.pdf

Please see attached

--

**Mr. Melvin M. Finona**  
Simon A. Sanchez High School,  
*Assistant Principal*  
395 Juan Jacinto Road  
Yigo, Guam 96929  
[www.simonsanchez.org](http://www.simonsanchez.org)  
(W) 653-2313  
(C) 483-0126

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## April Monthly Report

Full Name	School Improvement Team
Name of School	Simon Sanchez High School
Today's Date	April 20 & 27, 2016

Please check the following tasks completed this month

- ☒ Discussed Preventative Maintenance Monitoring
- ☐ Submitted Work Orders
- ☒ Completed a Walkthrough
- ☐ Had a Volunteer Day
- ☐ Met with PTO to Discuss Progress and/or Donations
- ☐ Requested a Consult with DEH
- ☐ Requested a Health Education Presentation
- ☒ Other: Clarified Roles and Updated members SSHS citations

Who did you discuss preventative maintenance monitoring with? (Please select all that apply)

- ☐ Teachers
- ☐ Administrative Staff
- ☐ Maintenance
- ☐ Superintendent or his representative
- ☒ Other: Members of SIT for now

Did you complete a walkthrough this month?

- ☒ Yes
- ☐ No

If yes, what location(s)?

Facility areas in 100s, 200s, 300s, 400s  
Grounds

If yes, what violation(s) were observed and what action have you taken?

Did you have a volunteer day this month?

- ☒ Yes
- ☐ No

If yes, please indicate the type of volunteers, date, and description of activities

After school students conducted a clean-up of grounds from April 21,22,25,26,27,28,29 for 1 hour each day.

<p><b>Did you meet/talk with your parent/teacher organization this month about preventative maintenance?</b></p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p><b>If yes, what topic was discussed?</b></p>
<p><b>Note: Next parent meeting will be on May 3rd.</b></p>
<p><b>Did you request a consult with DEH this month?</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>If yes, please indicate the date of the meeting and topics addressed</b></p>
<p><b>SSHS had a consultation meeting with DEH on April 21 at 2:00pm and again on April 28 with the rest of the 6 pilot schools</b></p>
<p><b>Did you request a health education presentation this month?</b></p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p><b>If yes, please indicate the date, topic, and name of presenter</b></p>
<p><b>NA</b></p>





Jon J.P. Fernandez  
Superintendent of Education

Accredited by the Western Association of Schools & Colleges  
"Home of the SHARKS"

## Simon A. Sanchez High School

395 Juan Jacinto Road  
Yigo, Guam 96929  
Telephone: (671) 653-2313  
[www.simonsanchez.org](http://www.simonsanchez.org)



Carla D. Masnayan  
Principal

### SCHOOL IMPROVEMENT TEAM

**DATE:** April 20, 2016

9:30am

**Location:** Principal's Office

#### ATTENDEES:

✓ Carla Masnayan  
✓ Melvin Finona  
✓ Gregorio Perez  
Rey Villaflor

✓ Bill San Nicolas  
✓ Naomi Toves  
✓ Hester Sanchez  
✓ Claudette Delos Santos

■ Bus operations  
— Bus Depot  
■ Pugna Spit

#### AGENDA

1. Current Status
  - a. Review of Checklists
  - b. Review of Current Deficiencies
  - c. Number of Work Orders
  - d. Number of Deficiencies Resolved

2. Progress on Goals
  - a. Create Goals

3. Next Steps
  - a. Schedule next walk through

4. Next Meeting: 4/27/16 11:00am

#### Tasks

1) Conduct 1<sup>st</sup> walkthrough inspections

2) Identify major projects for summer →

3) Estimated costs.

4) How can PBIS work for school??

5) Hi list of work requests.

School/Campus Clean-ups.

4) Schedule of Items to address issues → painting  
grass cutting  
cleaning

Craig Enevarra  
GOOE Maintenance Rep  
Mayor Matanani (Yigo)  
Student Rep (SBA)

→ Takyoshi Mori

(IPBGS Rep) SY18 CO18  
(SBA mtgs) SY19 CO19

Our mission is to empower students to become productive citizens of the 21<sup>st</sup> century through a commitment to academic excellence, career preparation and civic engagement.

Keycard - loadshedding.

Rebecca A. Duenas  
Assistant Principal

Melvin M. Finona  
Assistant Principal

Dr. Kelly R. Sukola  
Assistant Principal

Jessica P. Fejeran  
Assistant Principal

## Buildings (Outer Area) & Grounds Checklist for School

*Instructions:* Complete this checklist by checking "Yes," "No," or "N/A" box beside each item. (A "No" response requires further attention.) Make comments in the "Notes" section as necessary. Submit the checklist to the assigned school maintenance coordinator.

Name:	Jenn Manzess-Dela Cruz
School:	SSHS
Room/Area/Location:	
Date Completed:	4/22/16

<b>1. General</b>			
a. Construction (if applicable) is observed with a valid, issued construction permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>2. Grounds</b>			
a. Grounds do NOT have standing water that is not draining well?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Outside recreational area is fenced in or properly isolated from vehicular traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Outside fence is NOT damaged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Free of potential sources of insect and rodent breeding?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Free of any open dumping areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Free of any low lying swampy areas where mosquitos are breeding?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Clean?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. No rubbish or overgrown vegetation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
i. No areas that are NOT level that could cause potential injury?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Sidewalks</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. Exterior Walls</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>5. Awnings</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Exterior Exits</b>			
a. Easily accessible and plainly indicated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. NOT rolling, sliding, revolving, or double acting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Self-closing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Open outward?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Door(s) clean?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Door(s) in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. All doors to the outer air screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>7. Windows</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

c. All windows to the outer air screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>8. Equipment</b>			
a. Clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>9. Design and Construction</b>			
a. Following other applicable regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. With new construction, adhering to the latest editions of the Uniform Plumbing Code, Uniform Building Code, Uniform Mechanical Code, National Electrical Code, and Guam Fire Protection Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>10. Water Supply</b>			
a. Ample supply of water from an approved public water system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Safe and of sanitary quality?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Drinking fountains kept clean and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Drinking fountains provided in the ratio of 1 per each 75 students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Drinking fountains constructed of impervious material (stainless steel, vitreous china, porcelain, enamel, or stoneware)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Jet of drinking fountain a nozzle of non-oxidizing, impervious material set at an angle from the vertical so as to prevent the return of water in the jet to the orifice or orifices from whence the jet issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Nozzle and every other opening in the water pipe or conductor leading to the nozzle above the edge of the bowl?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. End of the nozzle protected by a non-oxidizing guard to prevent the mouth or nose of a person using the fountain from coming in contact with the nozzle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
i. The bowl of the drinking fountain is free from corners so as to be easily cleanable and to avoid collection of dirt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
j. Has a direct physical connection with a waste pipe unless the drain is trapped?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
k. Waste opening and pipe provided with a strainer and sufficient size to carry off the water promptly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
l. School water supply system in good working order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
m. Water outlets protected from back-flow either by air gap or back-flow prevention devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
n. No existing or potential cross-contamination or back-siphonage problems anywhere in the school building or premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
o. All water outlets with a threaded, serrated- or quick coupling nozzle provided with a vacuum breaker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>11. Garbage and Trash Disposal</b>			
a. Adequate number of garbage and trash containers with tight fitting lids located at place suitable for their use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. All self-closing lids are constructed in a way that accidents cannot occur from faults of the apparatus itself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Garbage containers watertight and non-absorbent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Garbage containers washed and treated with a disinfectant as often	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

as may be necessary to prevent nuisances?			
e. Disinfectant used in such containers at least 100 ppm of chlorine or its equivalent of an acceptable bactericide?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Garbage, trash, and other solid wastes disposed of regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Trash and solid waste disposed of in an approved landfill or garbage or refuse disposal system approved by Public Health so as not to create a nuisance or health hazard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. Trash cans or barrels elevated to at least 18 inches from the grounds surface?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
i. Areas around the containers kept clean so as not to serve as harborage for vermin?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
j. Bulk refuse containers located on impervious asphalt or concrete surfaces sloped to drain into an approved sewage disposal system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
k. Garbage intended for use as animal feed stored according to regulation separately established for feeding of garbage to livestock?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>12. Safety</b>			
a. Playground equipment well-constructed, safe and maintained in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Playground equipment complies with the safety requirements of the U.S. Consumer Product Safety Commission adopted by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Playground equipment inspected frequently to detect defects, and when found dismantled or placed out of service until repaired or replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**Notes Section:**

Topic No. (ex: 7a)	Description of Issue (Ex: There is excessive dirt on the windows)



## Restroom Checklist for Schools

*Instructions:* Complete this checklist by checking "Yes," "No," or "N/A" box beside each item. (A "No" response requires further attention.) Make comments in the "Notes" section as necessary. Submit the checklist to the assigned school maintenance coordinator.

Name:	Jenna Hanzsuek-Dole Cruz
School:	SSHHS
Room/Area/Location:	
Date Completed:	4-27-16

<b>1. Floors</b>			
a. Clean?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>2. Walls</b>			
a. Light color?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Ceilings</b>			
a. Light color?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. Exits</b>			
a. Easily accessible and plainly indicated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. NOT rolling, sliding, revolving, or double acting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Self-closing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Open outward?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Door(s) clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
f. Door(s) in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
g. All doors to the outer air screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>5. Maintenance and Housekeeping</b>			
a. All areas in a clean, safe, and sanitary condition and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. All equipment maintained in a clean, safe, and sanitary condition and kept in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Building free of insects of public health significance and conditions which attract, provide harborage, and promote breeding of vermin?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Design and Construction</b>			
a. Following other applicable regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. With new construction, adhering to the latest editions of the International Plumbing Code, Building Code, International Mechanical Code, International Electrical Code, and International Fire Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>7. Ventilation</b>			
a. Is your room overly hot or stuffy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Is there mold or mildew growing in your room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. At least 1/3 of windows (when only means of ventilation) opening from	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

both top and bottom?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Is there a consistent, unpleasant odor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>8. Lighting</b>			
a. Adequate natural and/or artificial light?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. All light fixtures kept clean and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Do all of your lights have light shields?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. All room window light shields, shades, and/or blinds kept clean and in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. No unwanted glare in your room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>9. Plumbing</b>			
a. Sized, installed, and maintained to carry adequate quantities of water to required locations throughout the school to prevent contamination of water supply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Installation in conformance with the current Uniform Plumbing Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Sized, installed, and maintained to properly convey sewage and liquid wastes from the school building to the public sewage system or to an individual sewage disposal system approved by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>10. Handwashing Unit</b>			
a. Working handwashing unit located in the classroom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Unit kept clean and maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Cold water available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. All hot water combined with cold water through a mixing faucet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Soap and single-service towels and/or heated air hand-drying device provided at all times?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
f. Conveniently located next to toilet rooms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>11. Restrooms</b>			
a. Minimum number of toilets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Toilets and urinals of proper height?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Separate restrooms for each sex that are conveniently located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Restrooms provided in conjunction with shower or locker room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Signs designating the sex for which such room is intended on toilet doors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Floors impervious material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Floor drains provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. Each restroom completely enclosed and has a tightfitting, self-closing door?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
i. Toilet partition doors NOT more than 1 foot from floor and extend to a height NOT less than 5 feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
j. Adequately ventilated and mechanically or naturally vented to the outside?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
k. Adequate lighting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
l. Each toilet room has an approved trash container?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
m. Kept in good repair, clean, and free from foul odor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
n. Toilet paper available and conveniently located adjacent to each toilet?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

**Notes Section:**

Topic No. (ex: 2b)	Description of Issue (ex: There is excessive dirt on the walls)

## Gym Checklist for Schools

**Instructions:** Complete this checklist by checking "Yes," "No," or "N/A" box beside each item. (A "No" response requires further attention.) Make comments in the "Notes" section as necessary. Submit the checklist to the assigned school maintenance coordinator.

Name:	Jenn Manzok-Dela Cruz
School:	SSHS
Room/Area/Location:	
Date Completed:	4-27-16

<b>1. Grounds</b>			
a. Grounds do NOT have standing water that is not draining well?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Outside recreational area is fenced in a properly isolated from vehicular traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Outside fence is NOT damaged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Free of potential sources of insect and rodent breeding?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Free of any open dumping areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Free of any low lying swampy areas where mosquitos are breeding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. No rubbish or overgrown vegetation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
i. No areas that are NOT level that could cause potential injury?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>2. Rooms</b>			
a. Clean, neat, and orderly with no rubbish observed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Do you have approved waste paper containers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Janitorial Rooms</b>			
a. Janitorial rooms, and any storage area used to store hazardous materials, locked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. Floors</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>5. Walls</b>			
a. Light color?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Clean?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Ceilings</b>			
a. Light color?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>7. Exits</b>			
a. Easily accessible and plainly indicated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. NOT rolling, sliding, revolving, or double acting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
c. Self-closing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Open outward?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Door(s) clean?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



f. Door(s) in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. All doors to the outer air screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>8. Windows</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. All windows to the outer air screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>9. Equipment</b>			
a. Clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>10. Storage</b>			
a. Sufficient space for outdoor clothing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Sufficient storage for instructional equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>11. Maintenance and Housekeeping</b>			
a. All areas in a clean, safe, and sanitary condition and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. All equipment maintained in a clean, safe, and sanitary condition and kept in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Building free of insects of public health significance and conditions which attract, provide harborage, and promote breeding of vermin?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>12. Ventilation</b>			
a. Is your room overly hot or stuffy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Is there mold or mildew growing in your room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. At least 1/2 of windows (when only means of ventilation) opening from both top and bottom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Is air blowing directly on students?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Air con(s) clean and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
f. Is there a consistent, unpleasant odor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>13. Lighting</b>			
a. Adequate natural and/or artificial light?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. All light fixtures kept clean and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Do all of your lights have light shields?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. All room window light shields, shades, and/or blinds kept clean and in good condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. No unwanted glare in your room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>14. Water Supply</b>			
a. Ample supply of water from an approved public water system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Safe and of sanitary quality?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Drinking fountains kept clean and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Drinking fountains provided in the ratio of 1 per each 75 students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Drinking fountains constructed of impervious material (stainless steel, vitreous china, porcelain, enamel, or stoneware)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Jet of drinking fountain a nozzle of non-oxidizing, impervious material set at an angle from the vertical so as to prevent the return of water in the jet to the orifice or orifices from whence the jet issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Nozzle and every other opening in the water pipe or conductor leading to the nozzle above the edge of the bowl?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

h. End of the nozzle protected by a non-oxidizing guard to prevent the mouth or nose of a person using the fountain from coming in contact with the nozzle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
i. The bowl of the drinking fountain is free from corners so as to be easily cleanable and to avoid collection of dirt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
j. Has a direct physical connection with a waste pipe unless the drain is trapped?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
k. Waste opening and pipe provided with a strainer and sufficient size to carry off the water promptly?>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
l. School water supply system in good working order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
m. Water outlets protected from back-flow either by air gap or back-flow prevention devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
n. No existing or potential cross-contamination or back-siphonage problems anywhere in the school building or premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
o. All water outlets with a threaded, serrated- or quick coupling nozzle provided with a vacuum breaker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>15. Handwashing Units</b>			
a. Working handwashing unit located in the classroom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Unit kept clean and maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Cold water available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. All hot water combined with cold water through a mixing faucet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Soap and single-service towels and/or heated air hand-drying device provided at all times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>16. Shower and Locker Rooms</b>			
a. Showers provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Adequate number of shower heads?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Floor of the shower room of smooth finished material with nonslip surface impervious to moisture and sloped to the floor drain?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Junctions between walls and floors coved and sealed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Walls water impervious up to showerhead heights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Upper walls and ceilings of smooth, easily washable construction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Kept clean and well ventilated?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
h. Lockers, showerheads, and floors kept in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>17. Restrooms</b>			
a. Minimum number of toilets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Toilets and urinals of proper height?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Separate restrooms for each sex that are conveniently located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Restrooms provided in conjunction with shower or locker room?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Signs designating the sex for which such room is intended on toilet doors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Floors impervious material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Floor drains provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. Each restroom completely enclosed and has a tightfitting, self-closing door?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
i. Toilet partition doors NOT more than 1 foot from floor and extend to a height NOT less than 5 feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



## Student and/or Parent Checklist for School

**Instructions:** Complete this checklist by checking "Yes," "No," or "N/A" box beside each item. (A "No" response requires further attention.) Make comments in the "Notes" section as necessary. Submit the checklist to the assigned school maintenance coordinator.

Name:	Jenn Hayzolek - Dea Crum
School:	SSHS
Room/Area/Location:	
Date Completed:	

<b>1. Grounds</b>			
a. Grounds do NOT have standing water that is not draining well?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Free of potential sources of insect and rodent breeding?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Free of any open dumping areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Free of any low lying swampy areas where mosquitos are breeding?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. No rubbish or overgrown vegetation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. No areas that are NOT level that could cause potential injury?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>2. Rooms</b>			
a. Clean, neat, and orderly with no rubbish observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Do you have approved waste paper containers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Floors and Sidewalks</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. Walls (Inside and Outside)</b>			
a. Light color?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>5. Ceilings and Awnings</b>			
a. Light color?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Exits (Interior and Exterior)</b>			
a. Easily accessible and plainly indicated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. NOT rolling, sliding, revolving, or double acting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Self-closing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Open outward?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Door(s) clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
f. Door(s) in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
g. All doors to the outer air screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>7. Windows (Interior and Exterior)</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



c. All windows to the outer air screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>8. Equipment</b>			
a. Clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>9. Seating</b>			
a. A desk and chair available for every student?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Desk and chair appropriately sized for student?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Writing tables smooth and light in color?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>10. Storage</b>			
a. Sufficient space for outdoor clothing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Sufficient storage for instructional equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>11. Maintenance and Housekeeping</b>			
a. All areas in a clean, safe, and sanitary condition and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. All equipment maintained in a clean, safe, and sanitary condition and kept in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Building free of insects of public health significance and conditions which attract, provide harborage, and promote breeding of vermin?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>12. Ventilation</b>			
a. Is your room overly hot or stuffy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Is there mold or mildew growing in your room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. At least 1/2 of windows (when only means of ventilation) opening from both top and bottom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Is air blowing directly on students?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Air con(s) clean and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Is there a consistent, unpleasant odor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>13. Lighting</b>			
a. Adequate natural and/or artificial light?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. All light fixtures kept clean and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Do all of your lights have light shields?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. All room window light shields, shades, and/or blinds kept clean and in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. No unwanted glare in your room?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>14. Water Supply</b>			
a. Drinking fountains kept clean and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. The bowl of the drinking fountain is free from corners so as to be easily cleanable and to avoid collection of dirt?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>15. Handwashing Units</b>			
a. Working handwashing unit located in the classroom?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Unit kept clean and maintained?			
c. Cold water available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. All hot water combined with cold water through a mixing faucet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Soap and single-service towels and/or heated air hand-drying device provided at all times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Conveniently located next to toilet rooms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>16. Shower and Locker Rooms</b>			

a. Showers provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Adequate number of shower heads?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Floor of the shower room of smooth finished material with nonslip surface impervious to moisture and sloped to the floor drain?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Junctions between walls and floors coved and sealed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Walls water impervious up to showerhead heights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Upper walls and ceilings of smooth, easily washable construction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Kept clean and well ventilated?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
h. Lockers, showerheads, and floors kept in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>17. Restrooms</b>			
a. Minimum number of toilets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Toilets and urinals of proper height?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Separate restrooms for each sex that are conveniently located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Restrooms provided in conjunction with shower or locker room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Signs designating the sex for which such room is intended on toilet doors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Floors impervious material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Floor drains provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. Each restroom completely enclosed and has a tightfitting, self-closing door?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
i. Toilet partition doors NOT more than 1 foot from floor and extend to a height NOT less than 5 feet?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
j. Adequately ventilated and mechanically or naturally vented to the outside?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
k. Adequate lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
l. Each toilet room has an approved trash container?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
m. Kept in good repair, clean, and free from foul odor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
n. Toilet paper available and conveniently located adjacent to each toilet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>18. Garbage and Trash Disposal</b>			
a. Adequate number of garbage and trash containers with tight fitting lids located at place suitable for their use?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. All self-closing lids are constructed in a way that accidents cannot occur from faults of the apparatus itself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Garbage containers watertight and non-absorbent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Garbage containers washed and treated with a disinfectant as often as may be necessary to prevent nuisances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Disinfectant used in such containers at least 100 ppm of chlorine or its equivalent of an acceptable bactericide?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Garbage, trash, and other solid wastes disposed of regularly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>19. Safety</b>			
a. First aid material available and accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Fire extinguishers provided as required by the Guam Fire Department?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. All doors to the outside open to the outside and equipped with panic latches?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



## General School Maintenance Checklist for Schools

**Instructions:** Complete this checklist by checking "Yes," "No," or "N/A" box beside each item. (A "No" response requires further attention.) Make comments in the "Notes" section as necessary. Submit the checklist to the assigned school maintenance coordinator.

Name:	JENNIFER Hantzsek-DeLaCruz
School:	BSHS
Room/Area/Location:	
Date Completed:	4-27-16

<b>1. General</b>			
a. Construction (if applicable) is observed with a valid, issued construction permit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Can you locate your schools valid, sanitary permit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>2. Grounds</b>			
a. Grounds do NOT have standing water that is not draining well?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Outside recreational area is fenced in a properly isolated from vehicular traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Outside fence is NOT damaged?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Free of potential sources of insect and rodent breeding?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Free of any open dumping areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Free of any low lying swampy areas where mosquitoes are breeding?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Clean?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. No rubbish or overgrown vegetation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
i. No areas that are NOT level that could cause potential injury?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Rooms</b>			
a. Clean, neat, and orderly with no rubbish observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Do you have approved waste paper containers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>4. Janitorial Rooms</b>			
a. Janitorial rooms and any storage area used to store hazardous materials locked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>5. Floors</b>			
a. Clean?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>6. Walls</b>			
a. Light color?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>7. Ceilings</b>			
a. Light color?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. In good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>8. Exits</b>			



a. Easily accessible and plainly indicated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. NOT rolling, sliding, revolving, or double acting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Self-closing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Open outward?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Door(s) clean?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Door(s) in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. All doors to the outer air screened?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>9. Windows</b>			
a. Clean?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. All windows to the outer air screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>10. Equipment</b>			
a. Clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. In good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>11. Seating</b>			
a. A desk and chair available for every student?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Desk and chair appropriately sized for student?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Writing tables smooth and light in color?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>12. Storage</b>			
a. Sufficient space for outdoor clothing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Sufficient storage for maintenance equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Sufficient storage for instructional equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>13. Maintenance and Housekeeping</b>			
a. All areas in a clean, safe, and sanitary condition and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. All equipment maintained in a clean, safe, and sanitary condition and kept in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Building free of insects of public health significance and conditions which attract, provide harborage, and promote breeding of vermin?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>14. Design and Construction</b>			
a. Following other applicable regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. With new construction, adhering to the latest editions of the Uniform Plumbing Code, Uniform Building Code, Uniform Mechanical Code, National Electrical Code, and Guam Fire Protection Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>15. Ventilation</b>			
a. Is your room overly hot or stuffy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Is there mold or mildew growing in your room?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. At least 1/2 of windows (when only means of ventilation) opening from both top and bottom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Is air blowing directly on students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Air con(s) clean and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Is there a consistent, unpleasant odor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>16. Lighting</b>			
a. Adequate natural and/or artificial light?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. All light fixtures kept clean and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Do all of your lights have light shields?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

d. All room window light shields, shades, and/or blinds kept clean and in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
e. No unwanted glare in your room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>17. Plumbing</b>			
a. Sized, installed, and maintained to carry adequate quantities of water to required locations throughout the school to prevent contamination of water supply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Installation in conformance with the current Uniform Plumbing Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Sized, installed, and maintained to properly convey sewage and liquid wastes from the school building to the public sewage system or to an individual sewage disposal system approved by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>18. Water Supply</b>			
a. Ample supply of water from an approved public water system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Safe and of sanitary quality?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c. Drinking fountains kept clean and in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Drinking fountains provided in the ratio of 1 per each 75 students?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Drinking fountains constructed of impervious material (stainless steel, vitreous china, porcelain, enamel, or stoneware)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
f. Jet of drinking fountain a nozzle of non-oxidizing, impervious material set at an angle from the vertical so as to prevent the return of water in the jet to the orifice or orifices from whence the jet issues?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
g. Nozzle and every other opening in the water pipe or conductor leading to the nozzle above the edge of the bowl?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. End of the nozzle protected by a non-oxidizing guard to prevent the mouth or nose of a person using the fountain from coming in contact with the nozzle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
i. The bowl of the drinking fountain is free from corners so as to be easily cleanable and to avoid collection of dirt?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
j. Has a direct physical connection with a waste pipe unless the drain is trapped?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
k. Waste opening and pipe provided with a strainer and sufficient size to carry off the water promptly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
l. School water supply system in good working order?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
m. Water outlets protected from back-flow either by air gap or back-flow prevention devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
n. No existing or potential cross-contamination or back-siphonage problems anywhere in the school building or premises?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
o. All water outlets with a threaded, serrated or quick coupling nozzle provided with a vacuum breaker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>19. Handwashing Units</b>			
a. Working handwashing unit located in the classroom?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Unit kept clean and maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
c. Cold water available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
d. All hot water combined with cold water through a mixing faucet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
e. Soap and single-service towels and/or heated air hand-drying device provided at all times?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

f. Conveniently located next to toilet rooms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>20. Shower and Locker Rooms</b>			
a. Showers provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Adequate number of shower heads?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Floor of the shower room of smooth finished material with nonslip surface impervious to moisture and sloped to the floor drain?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Junctions between walls and floors coved and sealed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
e. Walls water impervious up to showerhead heights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Upper walls and ceilings of smooth, easily washable construction	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
g. Kept clean and well ventilated?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
h. Lockers, showerheads, and floors kept in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>21. Restrooms</b>			
a. Minimum number of toilets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Toilets and urinals of proper height?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. Separate restrooms for each sex that are conveniently located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Restrooms provided in conjunction with shower or locker room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Signs designating the sex for which such room is intended on toilet doors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Floors impervious material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g. Floor drains provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
h. Each restroom completely enclosed and has a tightfitting, self-closing door?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
i. Toilet partition doors NOT more than 1 foot from floor and extend to a height NOT less than 5 feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
j. Adequately ventilated and mechanically or naturally vented to the outside?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
k. Adequate lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
l. Each toilet room has an approved trash container?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
m. Kept in good repair, clean, and free from foul odor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
n. Toilet paper available and conveniently located adjacent to each toilet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>22. Garbage and Trash Disposal</b>			
a. Adequate number of garbage and trash containers with tight fitting lids located at place suitable for their use?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. All self-closing lids are constructed in a way that accidents cannot occur from faults of the apparatus itself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
c. Garbage containers watertight and non-absorbent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
d. Garbage containers washed and treated with a disinfectant as often as may be necessary to prevent nuisances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e. Disinfectant used in such containers at least 100 ppm of chlorine or its equivalent of an acceptable bactericide?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f. Garbage, trash, and other solid wastes disposed of regularly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>23. Safety</b>			
a. First aid material available and accessible?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
b. Fire extinguishers provided as required by the Guam Fire Department?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

c. All doors to the outside open to the outside and equipped with panic latches?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. Playground equipment well-constructed, safe and maintained in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
e. Playground equipment complies with the safety requirements of the U.S. Consumer Product Safety Commission adopted by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
f. Playground equipment inspected frequently to detect defects, and when found dismantled or placed out of service until repaired or replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

**Notes Section:**

Topic No. (ex: 9a)	Description of Issue (ex: There is excessive dirt on the windows)



### School Improvement Team – Build Your Roster

Full Name	Title	Email	Phone Number
Gregorio Perez	School Safety Liaison / Teacher	ggperez@gdoe.net	653-2313
Rey Villaflor	School Safety Liaison / Teacher	revillaflor@gdoe.net	653-2313
Bill San Nicolas	Custodial Staff / Fire Watch	wcsannicolas@gdoe.net	653-2313
Naomi Toves	School Aide I / Classroom Inspection	njtoves@gdoe.net	653-2313
Hester Sanchez	Administrative Officer / Work Request Monitor	hcsanchez@gdoe.net	653-2313
Melvin Finona	Assistant Principal	mmfinona@gdoe.net	653-2313
Carla Masnayon	Principal	cdmasnayon@gdoe.net	653-2313
Claudette Delos Santos	Parent	sparkling671@yahoo.com	685-8156
Jenn Hanzsek-Dela Cruz	Parent	hanzsekdelacruz@hotmail.com	653-1815
**Pending Facilities & Maintenance Rep			
**Pending Yigo Mayor's Office Representative			

## Ratios Worksheet – Secondary (Middle School and High School)

### Building Your School Profile: Ratios Worksheet

Knowing the ratio requirements to keep your school in compliance is important. Use this worksheet to determine what your ratios are and the required number of toilets, urinals, handwashing units, showerheads, and drinking fountains.

### Ratios Worksheet

Description	Current Number
Current Student Population	1833
Current Male Student Population	1001
Current Female Student Population	832
Maximum Number of Females in an Athletics Class during any Class Period	
Maximum Number of Males in an Athletics Class during any Period	

### Secondary (Middle School and High School) – Female Toilets

Current Female Student Population	Divided by	Minimum # of Female Students Per Toilet	Equals	Required Number of Toilets in a Female Restroom at my School*
832	÷	45	=	18.49

### Secondary (Middle School and High School) – Male Toilets

Current Male Student Population	Divided by	Minimum # of Male Students Per Toilet	Equals	Required Number of Toilets in a Male Restroom at my School*
1001	÷	100	=	10.01

### Secondary (Middle School and High School) – Urinals

Current Male Student Population	Divided by	Minimum # of Male Students Per Urinal	Equals	Required Number of Urinals in a Male Restroom at my School*
1001	÷	30	=	33.36

### Secondary (Middle School and High School) – Handwashing Units

Current Student Population	Divided by	Minimum # of Student Per Handwashing Unit	Equals	Required Number of Handwashing Units at my School*
1833	÷	100	=	18.33

### Secondary (Middle School and High School) – Female Showerheads

Maximum # of Females in an Athletics Class during any Class Period	Divided by	Minimum Female Students Per Showerhead	Equals	Required Number of Showerheads in a Female Shower Room at my School*
	÷	4	=	

### Secondary (Middle School and High School) – Male Showerheads

Maximum # of Males in an Athletics Class during any Class Period	Divided by	Minimum Male Students Per Showerhead	Equals	Required Number of Showerheads in a Male Shower Room at my School*
	÷	5	=	

### Secondary (Middle School and High School) – Drinking Fountains

Current Student Population	Divided by	Minimum Students Per Drinking Fountain	Equals	Required Number of Drinking Fountains at my School*
1833	÷	75	=	24.44

**\*For decimal results, round up to the next whole number**

**Note: If at any time your student population changes, the ratios will need to be adjusted to meet the new needs of your school.**

40233	3/15/16	AC Unit in Rm. 505, Leaking - needs to be serviced.
40240	3/18/16	Sink faucet leaking in Nurse Office - Needs repair
40440	3/30/16	Boys RR by Rm. 214, Center sink is leaking - needs repair
40445	3/31/16	Main Dble. Door, latch is loose, needs to be repaired
40473	4/1/16	Replace light bulbs in Rm. 307
40570	4/6/16	Light fixture is hanging down by entrance of Cafeteria
40574	4/6/16	Need to exterminate Hummer nest behind Science Bldg.
40577	4/10/16	Need to repair Dble. Door to Butler from Main Bldg.
40591	4/15/16	Need to re-locate disconnect switch for AC in Rm. 312
40591	4/15/16	Rm. 307, need to repair hole in the floor
<del>40591</del> 40719	4/18/16	Rm. 306, repair hole in the wall
40599	4/18/16	Rm. 307, AC will not turn on
40791	4/13/16	Rm. 313, AC not working properly
39225	3/3/16	Rm. 116 AC not working - Extremely hot
39210	3/3/16	Rm. 402 AC Unit Leaking badly
39051	2/24/16	Rm. 305 <sup>AC</sup> Needs repair or service
38759	2/22/16	Rm. 212 AC needs repair, not-working, Very Hot.
40705	4/18/16	Repair Light switch in Room 307
40704	4/18/16	Repair Door Knobs to Rm. 402
40717	4/8/16	Door knob coming loose in Rm. 104
40715	4/8/16	Repair Door knobs connecting Library & Teacher's Lounge
40778	4/12/16	Repair water fountain in Gym
40777	4/12/16	Boys RR, by Rm. 214, Draining from wall when flushed
40876	4/15/16	Repair fence between Gate 3 & 4 & Hole by Gate 3
40947	4/18/16	AC For Rm. 212 & 116 are not working
40748	4/19/16	Need to repair Exit sign in front of Counseling office - dangling
40779	4/20/16	Need to repair Dble. Door from Main to Butler - Unable to secure
40877	4/20/16	307 Need to replace light Bulbs.
40870	4/28/16	50 Pails of white, 15 pail of Red, Black & Grey to Paint School
41104	4/25/16	Need to Repair 2 toilets in Boys RR - Science Bldg.
41192	4/29/16	AC in Rm. 116, needs to be repaired - Not working
41210	4/29/16	AC in Rm. 402 leaking again - Needs to be cleaned



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

Page 1 of 2

**SCHOOL BUILDING INSPECTION REPORT**

REVIEWED BY  
*[Signature]*  
EPHO ADMINISTRATOR

5/26/16  
DATE

REASON		INSPECTION DATE 5/21/16	ESTABLISHMENT NAME Simon Sanchez High School	
Regular		INSPECTION TIME	OWNER/OPERATOR	
Follow-up	X	9 HR. 30 MIN. AM	Department of Education	
Complaint		TRAVEL TIME HR. MIN.	LOCATION Vigo, Guam	
Investigation		SANITARY PERMIT # 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary, Current, Expired	ESTAB. TYPE School building
Other (Specify)				

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
13	<p>A follow-up inspection was conducted on this day based on a previous non-graded inspection conducted on February 12, 2016 &amp; a previous follow-up inspection (graded) on December 3, December 29-30, 2015, &amp; January 5, 2016. The follow-up inspection on December 3, December 29-30, 2015 &amp; January 5, 2016 resulted in a downgrade from "B" to a "C" grade with six demerit points due to repeat violations. The non-graded inspection resulted in four remaining demerit points. The following observations were noted today:</p> <p>The following item numbers were corrected:</p> <p>Walls &amp; ceilings - not in good repair, light in color &amp; / or kept clean.</p> <p>1) Walls were not light in color in Room 316. (COS)</p> <p>2) Paint was peeling in Room 223 (COS); Room 405 (COS); Gym (COS by closing off Gym until repairs can be made); Science Building (COS by closing off Science Building until repairs can be made); &amp; Boys Restroom next to Room 108 (COS by closing off Science Building until repairs can be made); Paint peeling inside (primarily outside) school (main outside corridor, area near cafeteria entrance, back wall adjacent to student parking (COS by closing off areas until repairs can be addressed)</p> <p>3) Ceiling was leaking from skylight above the Cafeteria Stage Area. (COS)</p>	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title)

CARLA MAGNANON, PRINCIPAL *[Signature]* 5/26/16

DEH INSPECTOR (Name and Title)

KATHERINE R. DUENAS *[Signature]* EPHO III

Environmental Health Specialist



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 5/21/16	ESTABLISHMENT NAME Simon Sanchez High School	
Regular		INSPECTION TIME	OWNER/OPERATOR	
Follow-up	X	9 HR. 30 MIN. am	Department of Education	
Complaint		TRAVEL TIME	LOCATION	
Investigation		HR. MIN.	Vigo, Guam	
Other (Specify)		SANITARY PERMIT # 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE School Building

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
19	<p>All wall &amp; ceilings shall be kept in good repair, clean, light in color, &amp; properly maintained.</p> <p>Facilities, Maintenance, &amp; Housekeeping -</p> <p>1) outdoor trip hazards: metal sheets covering concrete holes are not secured outside Room 312 (COS), side of Room 310 (COS), Room 306 (COS)</p> <p>2) Awning was in disrepair at Room 320. (COS by closing off areas until repairs can be addressed)</p> <p>All areas, facilities and equipment shall be maintained in a clean, safe, &amp; sanitary condition &amp; kept in good repair.</p> <p>Photographs were taken. The above findings were discussed with the undersigned individual &amp; a Request for Reinspection form was issued.</p> <p>Areas that were closed by closing or cordoned off shall be repaired before reopening for school operations. Next follow-up inspection/assessment is scheduled for June 4, 2016.</p> <p>NOTHING FOLLOWS</p>	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title)

CARLA MAGNAN, PRINCIPAL

DEH INSPECTOR (Name and Title)

KATHERINE B. DUENAS

Environmental Health Specialist

5/21/16

Clair M. Baradi, EPHO III

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

Page 1 of 2

**SCHOOL BUILDING INSPECTION REPORT**

REASON	INSPECTION DATE 6/3/16	ESTABLISHMENT NAME Simon Sanchez High School	
Regular	INSPECTION TIME 9 HR. 00 MIN. AM	OWNER/OPERATOR Department of Education	
Follow-up	TRAVEL TIME HR. MIN.	LOCATION Yigo, Guam	
Complaint	SANITARY PERMIT # 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE School Building
Investigation			
Other (Specify)			

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
	A follow-up non-graded inspection was conducted on this day based on previous non-graded follow-up inspections conducted on May 21, 2016 & February 12, 2016. The former non-graded follow-up inspection resulted in zero demerit points by correcting on site or repairing the items found in disrepair. The following observations were noted today:	
13	The following items were corrected (through repair): - Walls & ceilings - not in good repair, light in color &/or kept clean. 1) Paint was peeling in main outside corridor (cos).	
19	- Facilities, Maintenance & Housekeeping 1) Flaming was in disrepair of Room 320 (cos).	
	The following items <del>remain</del> remain corrected <del>through</del> by closing or cordoning <del>off</del> off:	
13	Walls & ceilings - not in good repair, light in color &/or kept clean. 1) Gym 2) Science Building 3) Boys Restroom next to Room 108 4) Cafeteria entrance outside 5) Back wall adjacent to student parking & adjacent	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title)

CARLA MACANAYAN Principal Chinasuayan 6/3/16

DEH INSPECTOR (Name and Title)

KATHERINE B. DUENAS Environmental Health Specialist

Clara M. Borja EPHO III



Page 2 of 2

REASON		INSPECTION DATE 6/3/16	ESTABLISHMENT NAME Simon Sanchez High School	
Regular		INSPECTION TIME	OWNER/OPERATOR	
Follow-up	X	9 HR. 00 MIN. am	Department of Education	
Complaint		TRAVEL TIME	LOCATION	
		HR. MIN.	Yigo, Guam	
Investigation		SANITARY PERMIT #	PERMIT CATEGORY STATUS (Circle One)	ESTAB. TYPE
Other (Specify)		150000420	Permanent, Temporary, Current, Expired	School Building

ITEM NO.	REMARKS	CORRECT BY:
	exterior walls.	DATE
	All areas, facilities, & equipment shall be maintained in a clean, safe, & sanitary condition & kept in good repair.	
	All walls & ceilings shall be kept in good repair, clean, light in color, & properly maintained.	
	Photographs were taken. The above findings were discussed with the undersigned individual & a request for reinspection form issued.	
	Areas that were closed by closing or cordoned off shall be repaired before reopening for school operations in those areas. Next follow-up inspection/assessment is scheduled for July 29, 2016.	
	NOTHING FOLLOWS	

**\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).**

CARLA MACMAYON, PRINCIPAL, Chemturg 6/3/16  
DEH INSPECTOR (Name and Title)  
KATHERINE B. DUENAS  
Environmental Health Specialist  
CLARE M. BORODI EPHO III

## Claire Baradi

---

**From:** Rosanna Y. Rabago  
**Sent:** Wednesday, May 18, 2016 4:39 PM  
**To:** Masatomo Nadeau  
**Cc:** Claire Baradi; Rosanna Y. Rabago  
**Subject:** Fwd: SSHS Re-inspection  
**Attachments:** Remaining citations - 5.18.16.docx; ATT00001.htm

Hi Tom

Based on SSHS response it appears that they will not be ready for our inspection this Saturday. Do we allow them additional time or keep to the inspection date this Saturday? If so then the repeat will be another no graded inspection? As a reminder, the previous inspection was a non-graded inspection. The letter from the director said we weren't going to honor their extension. The media is very interested in following the outcome of the Fup inspection.

There has been some progress but the violations remain nonetheless.

Closing them shouldn't impact them greatly. School is out and they are not a FESTPAC venue.

Rosanna

Sent from my iPhone

Begin forwarded message:

**From:** Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)>  
**Date:** May 18, 2016 at 4:08:04 PM ChST  
**To:** "Rosanna Y. Rabago" <[Rosanna.Rabago@dphss.guam.gov](mailto:Rosanna.Rabago@dphss.guam.gov)>  
**Cc:** Masatomo Nadeau <[Masatomo.Nadeau@dphss.guam.gov](mailto:Masatomo.Nadeau@dphss.guam.gov)>  
**Subject:** Fwd: SSHS Re-inspection

Rosanna, please advise.

Sent from my iPhone

Begin forwarded message:

**From:** Carla Benita Masnayan <[cdmasnayan@gdoe.net](mailto:cdmasnayan@gdoe.net)>  
**Date:** May 18, 2016 at 4:03:24 PM ChST  
**To:** Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)>  
**Cc:** Melvin Finona <[mmfinona@gdoe.net](mailto:mmfinona@gdoe.net)>, "Christopher J. Anderson" <[cjanderson@gdoe.net](mailto:cjanderson@gdoe.net)>, "John V. Leon Guerrero (Facilities & Maintenance)" <[jvleonguerrero@gdoe.net](mailto:jvleonguerrero@gdoe.net)>, "Craig T. Guevara" <[ctguevara@gdoe.net](mailto:ctguevara@gdoe.net)>  
**Subject:** SSHS Re-inspection

Good afternoon Claire,



I have attached the updates and progress from the last citation . I really want to try to knock out the awnings/canopies for the re-inspection...so I am requesting to perhaps delay the 21st inspection another two weeks (June 4, 2016). We have identified our funds to purchase supplies to remedy the awnings with gaping holes; F&M has given us a quote for the items. Currently all staff are working to prepare the FestPac schools but F&M John Leon Guerrero is guaranteeing me that they are able to replace it within a week. We will look at purchasing the items next week, F&M will be repairing the week May 30 - June 3 (earlier if we can get the materials at the beginning of next week. This will leave us with the major item paint peeling around the exterior of the campus and gym.

Thank you and we appreciate your kind consideration.

--  
Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
(C) 483-5400

ITEM NO,	REMARKS	CORRECT BY:	UPDATES:
13	Walls were not light in color in Room 316	5/20/216	School will paint the wall April 30, 2016 <ul style="list-style-type: none"> <li>Room 316 walls were painted white.</li> </ul>
13	Paint was peeling inside and outside of the school building	5/20/216	Pending-to be discussed in the April 27 SIT meeting
13	Paint peeling Room 223	5/20/216	Completed
13	Paint peeling Room 405	5/20/216	Completed
13	Paint peeling Gym ceiling	5/20/216	Coordinate with DOC to assist with scraping of paint. Coordinate with line agency to provide lift for DOC <ul style="list-style-type: none"> <li>Effective May 18<sup>th</sup> – GYM will be closed and will not be used over the summer to ensure that the work is able to happen.</li> </ul>
13	Paint peeling Science Building	5/20/216	Pending
13	Boys' restroom near Room 108 ceiling	5/20/216	Custodians will scrape and paint bathroom ceiling on April 30, 2016
13	The ceiling was leaking from the skylight above the Cafeteria Stage area	5/20/216	Pending-to be discussed in the April 27 SIT meeting <ul style="list-style-type: none"> <li>Skylight re-sealed after the last re-inspection.</li> </ul>
19	Outdoor trip hazard; Metal sheets covering a concrete hole was not secured; Rooms 312, 310, and 306	5/20/216	Room 312, 310 repaired. Carpentry class will invert the sheet metal covering hole by Room 306. <ul style="list-style-type: none"> <li>Room 306</li> </ul>
19	Awning in disrepair outside Room 320	5/20/216	Replace the sections of 320 awning with corrugated tin roofing. Request assistance from F&M <ul style="list-style-type: none"> <li>F&amp;M John Leon Guerrero was on-site May 10, 2016 to conduct an assessment on how much material is needed to replace the areas with gaping holes. SSHS has set aside money from admin fund to purchase tin roofing and nails to address those with the holes. F&amp;M employees will provide the labor when materials are available.</li> </ul>

Additional notes:

1. Additional members for the committee are: Yigo Vice-Mayor Anthony Sanchez and F&M rep John Leon Guerrero.
2. Parent Rep Ms. Delos Santos was unable to make it but Ms. Hanzsek-Dela Cruz was able to attend – group conducted a tour of the facilities to familiarize themselves with the current citations.

3. Reply from F&M John:

This would be for areas 304-305, & 319-320 walk ways.....

1. 60ea. 27'x10' corrugated roofing tin...
2. 30lbs. 1/4"x2- 1/2" self drilling screws

## Claire Baradi

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**From:** Masatomo Nadeau  
**Sent:** Wednesday, May 18, 2016 8:48 PM  
**To:** jonfernandez@gdoe.net  
**Cc:** James Gillan; Masatomo Nadeau  
**Subject:** Inspection of SSHS

**Categories:** Green category

Hafa Adai Superintendent Fernandez:

Director Gillan has tasked me to inform you that Simon Sanchez High School is due for its follow-up inspection this Saturday. As you will recall, SSHS still has outstanding deficiencies from prior inspections which have resulted in the school receiving a letter downgrade. The school currently has a "C" grade. Also, this Department had denied the school's request to extend the due date to correct all the violations by two years, which we believe was rather unreasonable in light of the potential hazard these violations posed to the students and others.

The progress reports we have received from SSHS indicate that efforts are being made to address these pending violations, and once again the school is requesting for another extension, but this time for two weeks. Since it's anticipated that the cited violations will continued to be present when we conduct our Saturday follow-up inspections, may we suggest that SSHS simply cordon-off those areas affected with the deficiencies and identify these areas as off-limits to all. This would prevent SSHS from receiving further regulatory actions from DPHSS and enable the school to continue it's repairs. Since school is out, I presume this will have very little impact to the school's operation. In return, SSHS must assure us that these areas will be off-limits to employees.

Thank you.

We look forward to your response.

Tom Nadeau  
Chief EPHO  
Division of Environmental Health  
DPHSS  
[masatomo.nadeau@dphss.guam.gov](mailto:masatomo.nadeau@dphss.guam.gov)  
735-7221



## Claire Baradi

---

**From:** Carla Masnayan [cdmasnayan@gdoe.net]  
**Sent:** Saturday, May 21, 2016 6:58 AM  
**To:** Claire Baradi  
**Cc:** Rosanna Y. Rabago  
**Subject:** Re: SSHS Follow-up Inspection 05/21/16

**Categories:** Green category

Yes i am confirming 9:30

Sent from my iPhone

On May 21, 2016, at 1:28 AM, Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)> wrote:

Ms. Carla,

To confirm, see you at 9:30am.

Sent from my iPhone

On May 19, 2016, at 3:19 PM, Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)> wrote:

Good Afternoon, Ms. Carla.

Thank you for your phone call. As discussed, our tentative schedule to meet on Saturday will be 9:30am. Unless you receive a call from me, we will stick with this time.

Also, Guam PDN (Haidee Eugenio [heugenio@guampdn.com](mailto:heugenio@guampdn.com)) asked me if they may be present during the inspection. I informed her that discretion lies with Simon Sanchez. Kindly inform her of your decision.

Thank you very much.

Claire M. Baradi  
Environmental Public Health Officer III  
Division of Environmental Health  
Department of Public Health & Social Services  
123 Chalan Kareta  
Mangilao, GU 96913-6304  
(671)735-7522 Office (671) 734-5556 Fax  
[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

## Claire Baradi

---

**From:** Carla Benita Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Wednesday, June 01, 2016 11:23 AM  
**To:** Claire Baradi  
**Subject:** Re: SSHS Follow-Up Inspection

**Categories:** Green category

confirming Friday, 9am.

On Wed, Jun 1, 2016 at 10:57 AM, Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)> wrote:

Ok, 9am works for me. Actually, it's perfect so I don't have to work on Saturday. =)

See you on Friday.

Thank you.

Claire M. Baradi

Environmental Public Health Officer III

Division of Environmental Health

Department of Public Health & Social Services

123 Chalan Kareta

Mangilao, GU 96913-6304

(671)735-7522 Office (671) 734-5556 Fax

[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

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**From:** Carla Benita Masnayon [mailto:[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)]  
**Sent:** Wednesday, June 01, 2016 10:54 AM

**To:** Claire Baradi  
**Subject:** Re: SSHS Follow-Up Inspection

anytime between 8am-3:00pm is good

On Wed, Jun 1, 2016 at 10:30 AM, Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)> wrote:

Hi Ms. Carla,

I will be performing inspections at FestPac on Friday, but let me see if I can work it in...what time?

Thank you.

Claire M. Baradi

Environmental Public Health Officer III

Division of Environmental Health

Department of Public Health & Social Services

123 Chalan Kareta

Mangilao, GU 96913-6304

(671)735-7522 Office (671) 734-5556 Fax

[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

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**From:** Carla Benita Masnayon [mailto:[cdmasnayon@gdoe.net](mailto:cdmasnayon@gdoe.net)]

**Sent:** Wednesday, June 01, 2016 10:29 AM

**To:** Claire Baradi

**Subject:** Re: SSHS Follow-Up Inspection

Hi Claire,

Can we do the Friday? My daughter has an event on Saturday morning and my other APs will not be available due to their FestPac schedules.

On Wed, Jun 1, 2016 at 10:19 AM, Claire Baradi <[Claire.Baradi@dphss.guam.gov](mailto:Claire.Baradi@dphss.guam.gov)> wrote:

Good Morning, Ms. Carla.

I would like to confirm a time to conduct the F/U School Sanitization Inspection with you this Saturday.  
Does 9:30 a.m. work for you?

Thank you.

Claire M. Baradi

Environmental Public Health Officer III

Division of Environmental Health

Department of Public Health & Social Services

123 Chalan Kareta

Mangilao, GU 96913-6304

(671)735-7522 Office (671) 734-5556 Fax

[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

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Carla D. Masnayon  
Simon Sanchez High School  
Principal

(T) 653-2313

(C) 483-5400

--

Carla D. Masnayon  
Simon Sanchez High School  
Principal

(T) 653-2313

(C) 483-5400

--

Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
(C) 483-5400



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

page 1 of 2

**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 6/3/16	ESTABLISHMENT NAME Simon Sanchez High School	
Regular		INSPECTION TIME	OWNER/OPERATOR	
Follow-up	X	9 HR. 00 MIN. 00	Department of Education	
Complaint		TRAVEL TIME	LOCATION	
Investigation		HR. MIN.	Yigo, Guam	
Other (Specify)		SANITARY PERMIT # 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE School Building

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
	A follow-up non-graded inspection was conducted on this day based on previous non-graded follow-up inspections conducted on May 21, 2016 & February 12, 2016. The former non-graded follow-up inspection resulted in zero demerit points by correcting on-site or repairing the items found in discrepancy. The following observations were noted today:	
13	The following items were corrected (through repair): - Walls & ceilings - not in good repair, light in color &/or kept clean. 1) Paint was peeling in main outside corridor (cos).	
19	- Facilities, Maintenance & Housekeeping 1) Plumbing was in disrepair of Room 320 (cos).	
	The following items <del>remain</del> remain corrected <del>through</del> by closing or cordoning <del>off</del> off:	
13	Walls & ceilings - not in good repair, light in color &/or kept clean. 1) Gym 2) Science Building 3) Boys Restroom next to Room 108 4) Gate to entrance outside 5) Back wall adjacent to student parking & adjacent	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title)

CARLA MASAYAN (Principal) Masayan 6/3/16

DEH INSPECTOR (Name and Title)

KATHERINE B. DUENAS  
Environmental Health Specialist

Clara M. Borja 6/3/16

page 2 of 2

REASON		INSPECTION DATE 6/3/16	ESTABLISHMENT NAME Simon Sandoz High School	
Regular		INSPECTION TIME	OWNER/OPERATOR	
Follow-up	X	9 HR. 00 MIN. am	Department of Education	
Complaint		TRAVEL TIME	LOCATION	
Investigation		HR. MIN.	Yigo, Guam	
Other (Specify)		SANITARY PERMIT # 150000420	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE School Building

ITEM NO.	REMARKS	CORRECT BY:
	exterior walls.	DATE
	All areas, facilities & equipment shall be maintained in a clean, safe, & sanitary condition & kept in good repair.	
	All walls & ceilings shall be kept in good repair, clean, light in color, & properly maintained.	
	Photographs were taken. The above findings were discussed with the undersigned individual & a request for reinspection form issued.	
	Areas that were closed by closing or cordoned off shall be repaired before reopening for school operations in those areas. Next follow-up inspection/assessment is scheduled for July 29, 2016.	
	NOTHING FOLLOWS	

**Environmental Health Specialist**

## Claire Baradi

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**From:** Claire Baradi  
**Sent:** Tuesday, July 12, 2016 2:12 PM  
**To:** 'njtoves@gdoe.net'  
**Subject:** FW: School Safety Liaison Teams and Follow Up Training  
**Attachments:** DOE SAFETY LIAISON LISTING as of December 21, 2015.doc; December 23, 2015 training blocks.pdf

Attached as requested, Naomi.

Thank you.

Claire M. Baradi  
Environmental Public Health Officer III  
Division of Environmental Health  
Department of Public Health & Social Services  
123 Chalan Kareta  
Mangilao, GU 96913-6304  
(671)735-7522 Office (671) 734-5556 Fax  
[claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov)

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**From:** Christopher J. Anderson [<mailto:cjanderson@gdoe.net>]  
**Sent:** Monday, December 21, 2015 5:35 PM  
**To:** School Safety Liasons  
**Cc:** All Assistant Principals; All Principals; Craig T. Guevara; Erika Cruz; Jon Fernandez; Claire Baradi  
**Subject:** School Safety Liaison Teams and Follow Up Training

School Safety Liaison Teams,

Buenas! Thanks again for taking time away from school to complete the Regulatory Inspection Training on either December 14th or 21st 2015.

As indicated at the training, Goal 4 and Objective 4.4 provide the impetus or purpose for GDOE conducting internal inspections of its schools to ensure that all students are provide a safe and healthy learning environment.

After consultation with the DSESCL, we believe it is essential to bring the teams back in on **Wednesday, December 23, 2015** to specifically review the scope of what you will inspect (Christmas break is not long enough to complete an entire school inspection so we will modify), ensure that everyone gets practice on report writing before starting inspections, and lastly, to review timelines.

Everyone is encouraged to start as soon as possible (12/24/15), however, the issue is not when teams start but when they finish... on or before the end of Christmas break....a total of five (5) days if you count 12/24/15. Big schools like GWHS will need maximum time even if the scope is modified. Please coordinate with your assigned schools to ensure that they have personnel available to take you around and open the rooms/areas to be inspected.

Attached is the School Inspection Team Assignment Roster based on the latest feedback provided by administrators. In order to keep the assignment to one school per team and to minimize the number of

personnel away from their schools, the team of two will need to work quickly but efficiently to accomplish the mission.

Also attached are the school team assignments for the **1st session (8am-10am for all Lagu/Luchan schools) on Wednesday, December 23, 2015 and those at the 2nd session (10am-12pm for all Kattan and Haya schools) at the DSESCL Conference room. This is based on the school you belong to NOT the school you are assigned to inspect.** Please do not deviate from the assignment so we can ensure adequate space for people to work. Please bring your training materials with you.

As indicated in class, all the training aides and tools from the pilot program referenced by Claire Baradi have been uploaded to the Facilities and Maintenance website at the following address:

<https://sites.google.com/a/gdoe.net/gdoe/gdoe-divisions/facility-and-maintenance>

--  
*Saina Ma'ase yan Si Yu'os un Binendisi,*

Christopher Anderson  
Administrator, Student Support Services Division  
300-1621  
482-1268

***CONFIDENTIALITY STATEMENT:*** *This message is from the Department of Education and contains information which is privileged and confidential and solely for the use of the intended recipient. If you are not the intended recipient, any review, disclosure, copying, distribution, or use of the contents of this message is strictly prohibited. If you have received this transmission in error, please discard immediately.*





**DEPARTMENT OF EDUCATION  
OFFICE OF THE DEPUTY SUPERINTENDENT  
ASSESSMENT AND ACCOUNTABILITY**

500 Mariner Avenue Road, Barrigada, Guam  
Telephone: (671) 475-0504 or 300-1275/1677 • Fax: (67) 475-5001  
Email: [cjanderson@gdoe.net](mailto:cjanderson@gdoe.net)



**JON J.P. FERNANDEZ**  
Superintendent of Education

**CHRISTOPHER J. ANDERSON**  
DSAA

**DOE SAFETY SCHOOL LIAISON  
TEAM INSPECTION ASSIGNMENTS**

**As of December 21, 2015**

**Safety School Liaison Assignments**

Joseph Mafnas / Nadine Manibusan  
Jeanette Superales / Claire Arceo  
Amy Chargualaf / Bertha Turla  
John Castro / Lourdes Francisco  
Al Guerrero / Frank De Gracia  
Patrick Borro / Joshua Arceo  
Anderson Joseph / Adrian Cruz  
Evangeline Perez / Sarah Valencia  
Melvin Aguon / Calvin Naputi (John Ross Cruz)  
John Chargualaf / Jeraldine Duenas  
Ryan Barcinas / Carmen Apelido  
Darlene Castro / Lena Mantanona  
Biliano Lastimoza / Johnansen Punongbayan  
Patrick Castro / John Hernandez  
Stephanie Martinez / Yvonne Duenas  
Elias Taisipic / Veronica Quinata  
Philip Tenorio / Alvina Toves  
Joseph Castro / Ramon Quintanilla  
Sophia Lujan / Veron Parr  
Ace Tanayan / Tricia Moylan  
Patrick Castro / Marissa Castro  
William Keremius / Lorenzo Barcinas  
Candido Mendiola / Cheryl Quintanilla  
Eric Santos / Duane Naputi  
Kristi O'Brien / Jessica Chaco  
Manny San Nicolas / Raymond Borja  
Angel Legaspi / Pete San Nicolas  
Gerard Galang / Jennifer Torres  
John Perez / Elizabeth Ann Hanzsek  
Silvino Quinene / Angelica Chargualaf  
Gerard Tedpahago / Ed Lamb  
Jolene Marie Cabrera / Christopher Camacho  
Cheryl Gumabon / Jesus Quinata  
Henry Balajadia / Ronaldo Vergara  
Vince Nededog / Manny Molinos

**Assigned School**

Upi Elementary  
Jose Rios MS  
AsTumbo MS  
Agueda Johnston MS  
JQ San Miguel ES  
JFKHS  
Adaco ES  
Okkodo HS  
Southern HS  
Inarajan MS  
MA Ulloa ES  
Tiyon HS  
Tamuning ES  
JM Guerrero ES  
Vicente Benavente MS  
Talofofo ES  
Simon Sanchez HS  
Oceanview MS  
Inarajan ES  
Agana Heights ES  
GWHS  
LP Untalan MS  
MU Lujan ES  
LBJ ES  
DL Perez ES  
Liguan ES  
Ordot/Chalan Pago  
Finegayan ES  
Machananao ES  
Merizo ES  
CL Taitano ES  
PC Lujan ES  
Marcial Sablan ES  
Wettengel ES  
Price ES



Jesse San Nicolas / Clarissa Lizama  
Peter San Nicolas / Vicky Acosta  
Greg Perez / Rey Villaflor  
Leona Aguon / Alvin Tudela (David Finona)  
Frank Castro / Vivian Hernandez  
Jesse Pendon / Ronald Benavente

Chief Brodie  
AsTumbo ES  
FB Leon Guerrero  
JP Torres Alternative  
Carbullido ES  
HS Truman

**ATTENTION PRIMARY AND ALTERNATE SAFETY LIAISON REPRESENTATIVES:**  
Please see training schedule by District below to further explain forms to be used:  
Wednesday, December 23, 2015 – ESCL Conference Room (2<sup>nd</sup> Floor)

Wednesday, December 23, 2015	LAGU:	LUCHAN:
8:00AM- 10:00AM	Astumbo ES	Agana Hgts. ES
	D.L. Perez ES	C.L. Taitano ES
	Finegayan Es	Chief Brodie ES
	J.M. Guerrero ES	L.B. Johnson ES
	Liguan ES	Tamuning ES
	M.A. Ulloa ES	Jose Rios MS
	Machananao ES	JFKHS
	Upi ES	
	Wettengel ES	
	Astumbo MS	
	F.B.L.G. MS	
	Vicente Benavente MS	
	Okkodo HS	
	Simon Sanchez HS	
10:00am- 12:00pm	<b>HAYA:</b>	<b>KATTAN:</b>
	H.S. Truman ES	Adacao ES
	Inarajan ES	Carbullido ES
	M.U.Lujan ES	J.Q. San Miguel ES
	Marcial Sablan ES	Ordot Chalan Pago ES
	Merizo ES	Price ES
	Talofofo ES	P.C. Lujan ES
	Inarajan MS	Agueda Johnston MS
	Oceanview MS	L.P. Untalan MS
	Southern HS	GWHS
	J.P.Torres Alternative	Tiyan HS

**Claire Baradi**

---

**From:** Carla Benita Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Friday, July 15, 2016 9:50 PM  
**To:** dphsspilotprogram  
**Subject:** [DPHSS Pilot Program] May Monthly Report  
**Attachments:** May Monthly Report.docx

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Christie,

Last one for SSHS.  
Have a great weekend!

--  
Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
(C) 483-5400

--  
You received this message because you are subscribed to the Google Groups "dphsspilotprogram" group.  
To unsubscribe from this group and stop receiving emails from it, send an email to [dphsspilotprogram+unsubscribe@gdoe.net](mailto:dphsspilotprogram+unsubscribe@gdoe.net).

## May Monthly Report

Full Name	CARLA D. MASNAYON
Name of School	SIMON A. SANCHEZ HIGH SCHOOL
Today's Date	MAY 18, 2015
<b>Please check the following tasks completed this month</b> Discussed Preventive Maintenance Monitoring <input checked="" type="checkbox"/> Submitted Work Orders <input checked="" type="checkbox"/> Completed a Walkthrough Had a Volunteer Day Met with PTO to discuss progress and/or Donations Requested a consult with DEH Requested a Health Education Presentation Other:	
<b>Who did you discuss preventive maintenance monitoring with? (Please select all that apply)</b> <input checked="" type="checkbox"/> Teachers Administrative Staff Maintenance Superintendent or his representative Other:	
<b>Did you complete a walkthrough this month?</b> <input checked="" type="checkbox"/> Yes No	
<b>If yes, what location(s)?</b> Parent representative Claudette Delos Santos completed her walkthrough because she was unable to conduct one with the group in April. She was escorted by a staff to explain and show the various citations Simon Sanchez HS received during the recent inspections.	
<b>If yes, what violation(s) were observed and what action have you taken?</b>	
<b>Did you have a volunteer day this month?</b> No	
<b>If yes, please indicate the type of volunteers, date, and description of activities</b> NA	
<b>Did you meet/talk with your parent/teacher organization this month about preventive maintenance?</b> <input checked="" type="checkbox"/> Yes No	
<b>If yes, what topic was discussed?</b> There was a May 10, 2016 PATSO meeting held and School Sanitation was an agenda item. The rest of the members were updated on the citations and the action plan to address the citations in the summer.	
<b>Did you request consult with DEH this month?</b> No, there is already a May 21, 2016 follow-up inspection to address remaining citations.	

If yes, please indicate the date of the meeting and topics addressed. --
Did you request for a health education presentation this month? Yes No
If yes, please indicate the date, topic, and name of presenter. NA



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH

PAGE 1 OF 2

SCHOOL BUILDING INSPECTION REPORT

REASON		INSPECTION DATE	ESTABLISHMENT NAME	
Regular		7/29/16	SIMON SANCHEZ HIGH SCHOOL	
Follow-up	X	INSPECTION TIME	OWNER/OPERATOR	
Complaint		1150 HR 238 MIN.	DEPARTMENT OF EDUCATION	
Investigation		TRAVEL TIME	LOCATION	
Other (Specify)		HR. MIN.	Y160, GUAM	
		SANITARY PERMIT #	PERMIT CATEGORY STATUS (Circle One)	ESTAB. TYPE
		160000919	Permanent, Temporary/Current, Expired	SCHOOL BUILDING

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
		DATE
	A FOLLOW-UP NON-GRADED INSPECTION WAS CONDUCTED ON THIS DAY BASED ON THE PREVIOUS NON-GRADED FOLLOW-UP INSPECTION CONDUCTED ON 6/27/16.	
	THE FOLLOWING OBSERVATIONS WERE NOTED TODAY:	
	THE FOLLOWING ITEMS WERE CORRECTED:	
13	WALLS & CEILINGS: NOT IN GOOD REPAIR, LIGHT IN COLOR &/OR KEPT CLEAN.	
	1) SCIENCE BUILDING WAS PAINTED	
	2) BOYS RESTROOM NEXT TO ROOM 108 WAS PAINTED	
	3) CAFETERIA ENTRANCE OUTSIDE WAS PAINTED.	
13	THE FOLLOWING ITEMS REMAIN CORRECTED BY CLOSING OR CORRIDORING OFF: WALLS & CEILINGS NOT IN GOOD REPAIR; LIGHT IN COLOR &/OR KEPT CLEAN:	
	1) GYM CEILING	
	2) BACK WALL ADJACENT TO STUDENT PARKING AND ADJACENT EXTERIOR WALLS	
	ALL AREAS FACILITIES & EQUIPMENT SHALL BE MAINTAINED IN A CLEAN, SAFE & SANITARY CONDITION & KEPT IN GOOD REPAIR.	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).	RECEIVED BY (Name and Title)
	DEH INSPECTOR (Name and Title)
	KATHERINE B. DUENAS Environmental Health Specialist OFFICER I

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH

# SCHOOL BUILDING INSPECTION REPORT

REASON		INSPECTION DATE 7/29/16	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL	
Regular		INSPECTION TIME	OWNER/OPERATOR	
Follow-up	X	1:15 PM. 238 MIN.	DEPARTMENT OF EDUCATION	
Complaint		TRAVEL TIME HR. MIN.	LOCATION Y160, GUAM	
Investigation		SANITARY PERMIT #	PERMIT CATEGORY STATUS (Circle One)	ESTAB. TYPE
Other (Specify)		160000919	Permanent, Temporary/Current, Expired	SCHOOL BUILDING

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
	ALL WALLS & CEILINGS SHALL BE KEPT IN GOOD REPAIR, CLEAN, LIGHT IN COLOR, & PROPERLY MAINTAINED.	DATE
	PHOTOGRAPHS WERE TAKEN, THE ABOVE FINDINGS WERE DISCUSSED WITH THE UNDERSIGNED INDIVIDUAL,	
	AREAS THAT WERE COVERED OFF SHALL BE REPAIRED BEFORE REOPENING FOR SCHOOL OPERATIONS IN THOSE AREAS.	
	NEXT FOLLOW-UP INSPECTION/ASSESSMENT IS SCHEDULED FOR AUGUST 29, 2016.	
	NOTHING FOLLOWS	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title) Melvin Fanning

DEH INSPECTOR (Name and Title) CATHERINE B. DUENAS  
Environmental Health Specialist

**Environmental Health Specialist**  
**OFFICER I**

## Claire Baradi

---

**From:** Carla Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Tuesday, August 09, 2016 3:46 PM  
**To:** Claire Baradi  
**Subject:** [Scan] 2016-08-09 15:45  
**Attachments:** 2016-08-09 15-45.pdf; ATT00001.txt

Hi Claire, please see request below

--

Sent with Genius Scan for iOS.

<http://bit.ly/download-genius-scan>

## Re-inspection request

TO:

Bureau of Inspection and Enforcement, DEH, DPHSS  
Facsimile No. (671) 734-5556

FROM:

Simon A Sanchez High School

ESTABLISHMENT NAME

Department of Education -

OWNER / MANAGER

SUBJECT:

### Request for Re-Inspection

Our establishment was inspected on

07/29/16

by

Katherine B. Duenas  
Name of Environmental Health Professional

**Name of Environmental Health Specialist**  
**(671) 735-7222**

resulting a letter grade of

I have performed the following to correct the violation(s).

[illegible]

I am requesting a re-inspection of this establishment on 8/11/16 at \_\_\_\_\_ or at your earliest convenience.

If you should have any questions, please call me at 483-5400. Thank you.

CARLA MAGNAYON  
PRINT NAME

PRINT NAME

Chinastayon  
SIGNATURE

**SIGNATURE**

8/8/16  
DATE

DATE \_\_\_\_\_

Revised: 11/05/13 by: tlg

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH

1 of 1

SCHOOL BUILDING INSPECTION REPORT

REASON		INSPECTION DATE 8/11/16	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL	
Regular		INSPECTION TIME	OWNER/OPERATOR	
Follow-up	X	9:45 AM HR. 10:55 AM MIN.	DEPARTMENT OF EDUCATION	
Complaint		TRAVEL TIME HR. MIN.	LOCATION Y160, GUAM	
Investigation		SANITARY PERMIT # 160000919	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE SCHOOL BUILDING
Other (Specify)				

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
	A FOLLOW-UP NON-GRADER INSPECTION WAS CONDUCTED ON THIS DAY BASED ON THE PREVIOUS NON-GRADER FOLLOW-UP INSPECTION CONDUCTED ON 7/29/16.	
	THE FOLLOWING OBSERVATIONS WERE NOTED TODAY:	
	THE FOLLOWING ITEMS WERE CORRECTED:	
13	WALLS & CEILINGS: 1) GYM CEILING WAS PAINTED AND IN GOOD REPAIR 2) BACK WALL ADJACENT TO STUDENT PARKING WAS PAINTED AND IN GOOD REPAIR.	
13	THE FOLLOWING VIOLATION REMAINS: WALLS & CEILINGS NOT IN GOOD REPAIR, LIGHT IN COLOR &/OR KEPT CLEAN. 1) EXTERIOR WALLS OF GYM AND MAIN ADMINISTRATION BUILDING NOT KEPT CLEAN AND LIGHT IN COLOR. * NO PEELING OF PAINT WAS OBSERVED AT THE ABOVE AREAS.	
	ALL AREAS OF WALLS & CEILINGS SHALL BE KEPT IN GOOD REPAIR, CLEAN, LIGHT IN COLOR, & PROPERLY MAINTAINED. PHOTOGRAPHS WERE TAKEN AND THE ABOVE FINDINGS WERE DISCUSSED WITH THE UNDERSIGNED INDIVIDUALS. NEXT FOLLOW-UP INSPECTION/ASSESSMENT IS SCHEDULED FOR SEPTEMBER 9, 2016.	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title)

Melvin Finna

DEH INSPECTOR (Name and Title)

KATHERINE B. DUENAS

Environmental Health Specialist

PUBLIC HEALTH OFFICE



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH

PAGE 1 OF 2

SCHOOL BUILDING INSPECTION REPORT

REASON	INSPECTION DATE 7/29/16	ESTABLISHMENT NAME SIMON SANCHEZ HIGH SCHOOL	
Regular	INSPECTION TIME	OWNER/OPERATOR	
Follow-up	1150 HR 238 MIN.	DEPARTMENT OF EDUCATION	
Complaint	TRAVEL TIME HR. MIN.	LOCATION Y160, GUAM	
Investigation	SANITARY PERMIT # 160000919	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE SCHOOL BUILDING
Other (Specify)			

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
	A FOLLOW-UP NON-GRADED INSPECTION WAS CONDUCTED ON THIS DAY BASED ON THE PREVIOUS NON-GRADED FOLLOW-UP INSPECTION CONDUCTED ON 6/2/16. THE FOLLOWING OBSERVATIONS WERE NOTED TODAY:  THE FOLLOWING ITEMS WERE CORRECTED:  13 WALES & CELLINGS: NOT IN GOOD REPAIR, LIGHT IN COLOR &/OR KEPT CLEAN. 1) SCIENCE BUILDING PAINTED 2) BOYS RESTROOM NEXT TO ROOM 108 PAINTED 3) CAFETERIA ENTRANCE OUTSIDE WAS PAINTED.  13 THE FOLLOWING ITEMS REMAIN CORRECTED BY CLOSING OR CORIPRING OFF: WALES & CELLINGS NOT IN GOOD REPAIR; LIGHT IN COLOR &/OR KEPT CLEAN: 1) GYM CETING 2) BACK WALL ADJACENT TO STUDENT PARKING AND ADJACENT EXTERIOR WALES  ALL AREAS FACILITIES & EQUIPMENT SHALL BE MAINTAINED IN A CLEAN, SAFE & SANITARY CONDITION & KEPT IN GOOD REPAIR.	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title)

Melvin M. Fina

DEH INSPECTOR (Name and Title)

J. GARCIA

KATHERINE B. DUENAS

Environmental Health Specialist

EPH101

OFFICER I

page 1 of 2

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH**

**SCHOOL BUILDING INSPECTION REPORT**

REASON		INSPECTION DATE 9/13/16	ESTABLISHMENT NAME Simon Sanchez High School	
Regular		INSPECTION TIME	OWNER/OPERATOR	
Follow-up	X	11 HR. 01 MIN. am	Department of Education	
Complaint		TRAVEL TIME	LOCATION	
Investigation		12 HR. 03 MIN. pm	Vigo, 6119	
Other (Specify)		SANITARY PERMIT # 160000919	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary/Current, Expired	ESTAB. TYPE School Building

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY: DATE
13	<p>A follow-up non-graded inspection was conducted on this day based on the previous non-graded follow-up inspection on 8/11/16. The following observations were noted today:</p> <p>1) The following violation remain (walks &amp; ceilings):</p> <p style="margin-left: 20px;">a) Exterior walks of gym &amp; a portion of the main administration building were not kept clean &amp; light in color. No peeling paint was observed at the above areas.</p> <p>All areas of walks &amp; ceilings shall be kept in good repair, clean, light in color, easily cleanable, &amp; properly maintained.</p> <p>2) In response to a concern publicized by local media SCHA was assessed for leaking ceilings. There were three areas reported by Assistant Principal M. Finora on the second floor: top of staircase, hallway adjacent to Room 214 &amp; 213, &amp; the social studies book room. At the time of assessment, there were no leaks occurring (not raining). Ceiling tiles were damp &amp; seemed evident of a leak occurring. Advised staff to repair leak/mitigate danger posed by either falling debris or wet floors. Cordon off areas that continually leak or generate enough water to pose a hazard, being mindful of blocking any egress routes. (Item # 19) Remove &amp; replace tiles enough to mitigate hazard or so no hazard is posed.</p>	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title)

Melvin Finora

DEH INSPECTOR (Name and Title)

E. Barodi, EPHD III





DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH

page 1 of 1

SCHOOL BUILDING INSPECTION REPORT

REASON		INSPECTION DATE 10/13/16	ESTABLISHMENT NAME Simon Sanchez High School	
Regular		INSPECTION TIME	OWNER/OPERATOR Department of Education	
Follow-up	X	HR. MIN.	LOCATION Yigo, 64901	
Complaint		TRAVEL TIME HR. MIN.	PERMIT CATEGORY STATUS (Circle One) Permanent, Temporary, Current, Expired	
Investigation		SANITARY PERMIT # 16000919	ESTAB. TYPE School Building	
Other (Specify)				

Based on an inspection this day the items listed below identify violations in operation or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified by the Department. Failure to comply may result in cessation of your operations.

ITEM NO.	REMARKS	CORRECT BY:
		DATE
13	<p>A follow-up non-graded inspection was conducted on this day <sup>10/13/16</sup> based on the previous non-graded follow-up inspection on <del>the</del> 9/13/16. The following observations were noted today:</p> <p>1) The following violations remain (walls &amp; ceilings):</p> <p>a) Exterior walls of gym &amp; main administration building (portion) were not kept clean &amp; light in color. NO peeling was observed of the above areas. There are portions that are painted from last follow-up inspection.</p> <p>All areas of walls &amp; ceilings shall be kept in good repair, clean, light in color, easily cleanable, &amp; properly maintained.</p> <p>2) Ceiling tiles were missing (due to <sup>can</sup> <del>for</del> leaks in previous inspection report) or in disrepair in three areas: top of staircase, hallway adjacent to rooms 214 &amp; 213 &amp; vocal studies book room. At time of assessment there were no leaks occurring (not raining). Staff stated that requests for new tiles were made. Hall monitor provides constant monitoring for any leaks. Advise to continue monitoring &amp; provide ceiling tiles as soon as possible.</p> <p>Photographs were taken &amp; the above findings were discussed with the undersigned individual(s). Next follow-up inspection/assessment is scheduled for November 14, 2016.</p>	

I have read and understand the above violation(s) and I am aware of the corrective measures to be taken.

\*When any of the following items are cited above, they shall be corrected within ten days of the inspection: (01); (02); (23); (27); (31).

RECEIVED BY (Name and Title)

CARLA MASNAYON *CMasnayon* 10/13/16

DEH INSPECTOR (Name and Title)

C. Borodi, EPHD III *[Signature]* 10/13/16

## Claire Baradi

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**From:** Carla Benita Masnayon [cdmasnayon@gdoe.net]  
**Sent:** Monday, October 17, 2016 3:53 PM  
**To:** Claire Baradi  
**Subject:** Fwd: Ongoing facility issues

Hi Claire,

Please see forwarded email sending our facilities concerns to the Deputies for the month of September.

Additionally, I did express my concerns on the record during the Guam Education Board Meeting on September 12th @ 3:00pm expressing our need to get help with painting our remaining exterior walls.

Just recently, we held our October 12 meeting with Guam Cleaning Masters to help address grounds, hallways, classrooms. and restrooms.

Also, we sent out the memo that we gave out to teachers last October 2015 regarding addressing public health violations in their classrooms. Department Chairs are to obtain signatures from their teachers acknowledging that they have received the document.

I know I also mentioned about media releases but those were done in the summer time and one during August before school started.

I hope this helps!

Thank you!

----- Forwarded message -----

**From:** Carla Benita Masnayon <cdmasnayon@gdoe.net>

**Date:** Thu, Sep 8, 2016 at 8:51 PM

**Subject:** Ongoing facility issues

**To:** "Christopher J. Anderson" <cjanderson@gdoe.net>, "Erika R. Cruz (Dept. Supt., ESCL)" <ercruz@gdoe.net>

**Cc:** Carla Benita Masnayon <cdmasnayon@gdoe.net>, "Jessica Rose P. Fejeran" <jpfejeran@gdoe.net>, "Kelly R. Sukola" <ksukola@gdoe.net>, Melvin Finona <mmfinona@gdoe.net>, Rebecca Duenas <raduenas@gdoe.net>

Good evening Mr. Anderson,

DPHSS has conducted their latest follow-up inspection on August 11. After the inspection, we were able to address:

### Item #13 'Walls and Ceilings'

- Science building exterior painted
- Boys' restroom next to room 108 ceiling painted
- Cafeteria entrance outside painted
- Gymnasium ceiling painted
- Exterior main building along the first floor was repainted (not including the top half of the building due to lack of boom lift)
- Behind the Gym was closed and was deemed OFF LIMITS to students.



The inspection report also cites the EXTERIOR WALLS OF THE GUAM AND MAIN ADMINISTRATION BUILDING NEED TO BE LIGHT IN COLOR AND IN GOOD CONDITION (NO PEELING PAINT).

Although many/most of the items from the October 2015 71 demerits were addressed, we continue to see the same problems occurring due to the heavy rain.

1. Ceiling tiles were replaced over the summer, and since the start of the school year, we experience leaks through our ceiling in the butler buildings and main building along the hallways and SS storage room on the second floor. I can't really tell if the leaks are doing from AC or from the deficient infrastructure.
2. Floor tiles need to be replaced: 313, 309, 315, 317
3. Container located in front of faculty parking is really in bad shape. There are now several areas where it leaks in the container. This container holds all current cumulative folders and those from the last five years. I recommend two things: 1) If the department has containers already that we can temporarily use OR 2) Temporarily store our "NARNIA" boxes (cumulative folders from 80s-2010 somewhere and we can move the current filing cabinets and the last 5 years into the NARNIA. This will permanently close the doorway where the container is now.
4. HVAC CONCERNS #1: Cafeteria AC, ROTC offices, 212, 303, 318, 317, 206, 405, 315, 117, 210, 402, 312
5. HVAC Concerns #2: I know this might not be such a big issue in comparable to a broken AC but I have several classrooms that are painfully cold. Somehow, there has to be a way to address the thermostat located on the roof.
6. Heavy downpour floods the front butler buildings - drainage by 301 and Science entrance possibly clogged
7. Birds in the Gym: This did not become evident to us until after we repainted the gym floors - How can we address the birds nesting in the gym? I spoke to a basketball referee who complained that during a game, bird droppings fell almost hitting a player. This poses a dilemma with us because GCM does not qualify this as "NEED TO MOP EVERY DAY" because we have bird poop daily.
8. Our toilets in the butler and science wing gets plugged up regularly.

This isn't a facility concern, but the delay in DPW picking up our students in the afternoon really poses a potential problem. Students are exposed to the elements (rain or heat) for almost 15-25 minutes. Buses arrive one by one with the first one coming in after 3pm and the last one leaving the campus at about 3:40pm daily. We are worried that the longer they stay out there, the restless the students become and they begin to behave inappropriately. Last year, all high schools went to 7am-2pm to address the festpac schedule. Throughout the year, we have numerous students tardy and receiving technical absence in the morning. So we returned to the 7:45am-2:45pm schedule. This schedule would have been a more suitable schedule for SSHS like the years before (we have always been 7:45-2:45 before Festpac), but now that the elementary schools release at 2:28pm, the buses are never able to pick up our students on time. We may be left with no choice with recommending to return to the 7am-2pm schedule again.

This would be it for now. Thank you for your support in assisting SSHS.

Have a great weekend!

Carla D. Masnayon  
Simon Sanchez High School  
Principal  
(T) 653-2313  
(C) 483-5400

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