detailed room inspection results

building 2224 Piedmont
occupant(s) Carl Boe

notes and questions
Boxes stored over desk. Office needs cleaning, reinspection needed.

FOLLOW-UP INSPECTION

building 2224 Piedmont
occupant(s) Magali Barbieri

notes and questions
Inspectors took boom box off of high location. Heating radiator needs to be connected directly to wall and boxes of papers removed from vicinity.

OCCUPANT TO CORRECT

building 2224 Piedmont
occupant(s) Lisa Yang

notes and questions
Stuff on top of bookcase needs to be taken down.

OCCUPANT TO CORRECT

building 2224 Piedmont
occupant(s) second floor hallway and closets

notes and questions
Ken is gradually removing documents stored in room 28. Carl B. will take note of any Excess and Salvage items in hallway.

EXCESS AND SALVAGE ORDER

building 2224 Piedmont
occupant(s) Celeste Winant

notes and questions
Order a better heater.

PURCHASE REQUIRED

building 2224 Piedmont
occupant(s) Tim Riffe

notes and questions
Office looks fine.
### Detailed Room Inspection Results

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Inspection Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2224 Piedmont</td>
<td>32</td>
<td>9/6/2012</td>
</tr>
</tbody>
</table>

**Occupant(s):** David Lam (in near future)

**Notes and Questions:**
Remaining books need to be reclaimed by owner...Omer? Robert? Robert’s stuff could be moved into Magali’s office? Need to replace long, dangerous space heater.

**OCCUPANT CORRECT**

**Purchase Required**

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<thead>
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<tr>
<td>2224 Piedmont</td>
<td>33</td>
<td>9/6/2012</td>
</tr>
</tbody>
</table>

**Occupant(s):** Nadine Ouelette

**Notes and Questions:**
Office looks fine.

<table>
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<tr>
<td>2224 Piedmont</td>
<td>7</td>
<td>9/6/2012</td>
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</tbody>
</table>

**Occupant(s):** Demography servers

**Notes and Questions:**
Floor needs semi-annual sweeping, any discarded equipment sent to Excess and Salvage.

**“OCCUPANT” CORRECT (CARL M AND CARL B)**

**EXCESS AND SALVAGE?**

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<tr>
<td>2224 Piedmont</td>
<td>8</td>
<td>9/6/2012</td>
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</tbody>
</table>

**Occupant(s):** Demography computer storage/repair

**Notes and Questions:**
Dead equipment needs to go to Excess and Salvage, recycle boxes.

**“OCCUPANT” CORRECT (RECYCLE BOXES)**

**EXCESS AND SALVAGE**

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<tr>
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<tr>
<td>2224 Piedmont</td>
<td>9</td>
<td>9/6/2012</td>
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</tbody>
</table>

**Occupant(s):** Demography storage

**Notes and Questions:**
Keys needed to some cabinets. Encourage staff to move older things from 2232 basement storage to room 9, so offices can be cleaned and newer stuff moved to 2232 basement.

**“OCCUPANT” CORRECT (LIZ TO ORDER KEYS OR REMOVAL OF LOCKS)**

**STAFF TO CONSIDER STORAGE NEEDS**

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<tr>
<td>2232 Piedmont</td>
<td>100</td>
<td>9/6/2012</td>
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</tbody>
</table>

**Occupant(s):** Seminar Room

**Notes and Questions:**
Use Quake Grip for pottery by fireplace.

**PURCHASE REQUIRED**
detailed room inspection results

building 2232 Piedmont
occupant(s) main entryway
room 101A
inspection date 9/6/2012

notes and questions
Remove 175 assignment holder until spring, recycle all papers on top of table (Ken will recycle these).

RECYCLE (KEN)
REMOVE (ANN? TRACI?)
EXCESS AND SALVAGE

building 2232 Piedmont
occupant(s) “tea room”
room 101A
inspection date 9/6/2012

notes and questions
Remove any unneeded items in small storage closets and evaluate usefulness and placement of what remains.

REMOVE, RECYCLE (LIZ AND MONIQUE)

building 2232 Piedmont
occupant(s) Monique Verrier
room 101B
inspection date 9/6/2012

notes and questions
The corner by the key box and the area under the desk need cleaning up. Replace dangerous large heater with radiant heater (has been loaned Ken’s for now). (Alternate suggestion: wall mounted heater). Remove things from on top of shelves. Office needs cleaning, reinspection needed.

FOLLOW-UP INSPECTION
OCCUPANT TO CORRECT
PURCHASE REQUIRED

building 2232 Piedmont
occupant(s) photocopy room
room 102
inspection date 9/6/2012

notes and questions
Remove batteries to be recycled as they are no longer easy to recycle as we have no driveway access.

RECYCLE (LIZ)

building 2232 Piedmont
occupant(s) Liz Ozselcuuk
room 102A
inspection date 9/6/2012

notes and questions
Clean up area under desk, take stuff off top shelves. Office needs cleaning, reinspection needed.

OCCUPANT TO CORRECT
FOLLOW-UP INSPECTION

building 2232 Piedmont
occupant(s) Ellen Langer/Ann Weiler
room 102B
inspection date 9/6/2012

notes and questions
Are there unneeded extension cords? Need to remove/take home storage boxes and such; clean up under computer table. Office needs cleaning, reinspection needed.

FOLLOW-UP INSPECTION
OCCUPANT TO CORRECT
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<th>Notes and Questions</th>
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<tbody>
<tr>
<td>2232 Piedmont</td>
<td>103</td>
<td>9/6/2012</td>
<td>Office looks fine.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Building</th>
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<th>Inspection Date</th>
<th>Notes and Questions</th>
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<tbody>
<tr>
<td>2232 Piedmont</td>
<td>202</td>
<td>9/6/2012</td>
<td>New small bookcase needs bolting.</td>
</tr>
</tbody>
</table>

**PHYSICAL PLANT ORDER TO BE PLACED (LIZ)**

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<tr>
<td>2232 Piedmont</td>
<td>204</td>
<td>9/6/2012</td>
<td>Need to remove things from top of bookshelves, find alternate to powerstrip daisy chain (one longer cord?). Bookcases have no bungee cords, but does campus still do them? OCCUPANT TO CORRECT PURCHASE?</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>2232 Piedmont</td>
<td>206</td>
<td>9/6/2012</td>
<td>Look for alternative to extra extension cord. OCCUPANT TO CORRECT PURCHASE?</td>
</tr>
</tbody>
</table>

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<tr>
<td>2232 Piedmont</td>
<td>208</td>
<td>9/6/2012</td>
<td>Emergency supplies are hidden away in closet. Possible solutions: move to Carl Mason’s office, keep in Ken’s but put sign on door, put emergency supply location sign in photocopy room, telling people where to go, add information to web page. Key is needed to locked filedrawer. Some bookshelves not bungee’d, but none are looming over desk of occupant. PHYSICAL PLANT KEY OR LOCK REMOVAL EMERGENCY SIGNS AND WEB PAGE UPDATE (LIZ)</td>
</tr>
</tbody>
</table>

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<tr>
<td>2232 Piedmont</td>
<td>209</td>
<td>9/6/2012</td>
<td>Office looks fine. Safety Committee removed old cardboard from outside landing.</td>
</tr>
<tr>
<td>Building</td>
<td>Room</td>
<td>Inspect Date</td>
<td>Notes</td>
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</tr>
<tr>
<td>2232 Piedmont</td>
<td>210</td>
<td>9/6/2012</td>
<td>Office looks fine. Note that stuff that might be sent to Rostock is still in her closet and needs to be moved elsewhere. факультету решать</td>
</tr>
<tr>
<td>2232 Piedmont</td>
<td>212</td>
<td>9/6/2012</td>
<td>Move or tie down data box so it isn't likely to fall down and injure occupant or block doorway.卡尔·梅森去修?</td>
</tr>
<tr>
<td>2232 Piedmont</td>
<td>2nd floor</td>
<td>9/6/2012</td>
<td>Safety committee members cleaned up priinter area, fixed broken shelf and recycled and removed excess materials.</td>
</tr>
<tr>
<td>2232 Piedmont</td>
<td>300</td>
<td>9/6/2012</td>
<td>Back corner of book area has a stack of empty boxes and magazine storage holders that need removing/recycling; also insulation needs to be taped up. Chalkboard needs to be fastened somehow. The light STILL needs fixing on the left side of storage, despite repeated requests. Safety committee cleaned up paper behind a row of desks, removed extra extension cords and an unassembled bookcase. Back desk needs an individual lamp?物理实验室打灯,可能需要黑板。需要志愿者帮助回收</td>
</tr>
<tr>
<td>2232 Piedmont</td>
<td>B-1</td>
<td>9/6/2012</td>
<td>Smaller HEPA filter device has been set up in office to improve air quality. Office will be re-occupied on a provisional basis.</td>
</tr>
<tr>
<td>2232 Piedmont</td>
<td>B-2</td>
<td>9/6/2012</td>
<td>Smaller HEPA filter device has been set up in office to improve air quality. Office will be re-occupied on a provisional basis.</td>
</tr>
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</table>
detailed room inspection results

building 2232 Piedmont
room B-3
inspection date 9/6/2012

notes and questions
Emmanuel has some stuff in storage room.

EMMANUEL TO REMOVE TO DESK NOW THAT HE HAS ARRIVED

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building 2232 Piedmont
room B-4
inspection date 9/6/2012

notes and questions
Monitor water damage on walls to make sure it isn't spreading during rainy season.

LIZ AND ROMESH TO MONITOR

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building 2232 Piedmont
room B-5
inspection date 9/6/2012

notes and questions
This office looks OK.

---

building 2232 Piedmont
room B-6
inspection date 9/6/2012

notes and questions
This room looks OK. Monitor floor dampness during rainy season.

LIZ AND ROMESH TO MONITOR

---

building 2232 Piedmont
room exterior
inspection date 9/6/2012

notes and questions
Removed old cardboard from second floor landing. Emergency stairs look fine.

---

building 2232 Piedmont
room general
inspection date 9/6/2012

notes and questions
Need to test smoke alarms. Bring graphite for sticky doors. Research if medications in emergency packs are up to date. Identify emergency supply supply areas.

LIZ TO DO, PURCHASES TO MAKE?
<table>
<thead>
<tr>
<th>notes and questions</th>
</tr>
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<tbody>
<tr>
<td>Remove items from highest levels, give away or recycle what is not needed. Storage of items should not cause top of cabinet to bulge and cabinet not to lock properly.</td>
</tr>
<tr>
<td>LIZ AND HOPEFULLY VOLUNTEERS TO DO.</td>
</tr>
</tbody>
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