ENVIRO Solutions®

Facility Survey/Audit

This comprehensive survey is designed to identify areas in and around the building that could potentially impact human health and the environment. A completed survey will serve as a blueprint for designing recommendations to improve Green Cleaning.

Green Cleaning takes a wholistic approach to building maintenance, recognizing that many facets of building operations can impact cleanliness and human health. The survey may review areas that are out of scope of normal cleaning, but they still need to be inspected.

Date:_____

Facility/Building:_____

_____

Inspection Personnel:_____

_____

Building Exterior	Comments/Recommendations
Conditions	
Sidewalk, roads, parking lots: Dirt present? (Y/N) Type of soil.	
Building exterior damage present? (Y/N) If so, where?	
Condition of drainage around building.	
Drains operating properly? (Y/N)	
Condition of dumpsters: Insects & rodents present? (Y/N)	
Presence of standing water in parking lot? (Y/N)	
Potential vehicular traffic issues? (Y/N)	

Tip: The conditions outside the building can have a direct impact on conditions inside. Damaged building exteriors can be an entry point for insects and rodents. Dirty sidewalks and parking lots will undoubtedly result in more dirt entering the building. By identifying these issues they can be appropriately addressed in the green facility plan.

Roof Maintenance	Comments/Recommendations
Conditions	
Clear & free of debris? (Y/N)	
Drainage systems working? (Y/N)	
Access limited? (Y/N)	
Fans & vents are clean & operating properly? (Y/N)	
No storage of materials present? (Y/N)	
Leaks? (Y/N)	
Standing water present? (Y/N)	
Screens or barriers are in place to prevent pest entry? (Y/N)	

Tip: It would not be expected that those responsible for cleaning a facility would inspect the roof. However, it is good to be aware of known leaks as these can be sources of pest intrusion and mold growth if left unchecked.

Building Entrances & Exits	Comments/Recommendations
Conditions	
Evaluate matting systems on condition & length: Scraper mats, wiper mats, etc How many feet? _____ ft.	
Adequate matting at **all** entrances (Garage, Warehouse, etc)? (Y/N)	
Matting maintenance program present? (Y/N)	
Using vacuum with a "beater bar" to clean? (Y/N)	
Waste receptacles cleaned & emptied? (Y/N)	
Glass doors & window coverings are clean & in proper working condition? (Y/N)	
Noticeable odors present? (Y/N)	
What is the condition of flooring?	
What type of flooring is present?	
Is the flooring coated? (Y/N) What type of coating?	
Outside entry is properly maintained for local climate & traffic? (Y/N)	
Outside is swept at least daily? (Y/N)	
Matting replacement program/policy is in place for when mats no longer hold soil? (Y/N)	
Mats are periodically cleaned adequately to prevent mold & mildew? (Y/N)	

Plants, trees & bushes at building entrances are not of the variety to yield flowers, leaves, etc, to track into the building or attract pests? (Y/N)	
Water spigot & electric outlet at entryways for ease of maintenance & cleaning activities? (Y/N)	

Tip: An effective matting program is key in stopping many contaminates that could enter a building. It is often recommended to have 15-20 feet of an effective matting system (scraper, scraper/wiper, wiper) at entryways to stop up to 80% of the dirt entering the building. Proper maintenance outside the building entrances such as regular sweeping are also important.

Public Areas	Comments/Recommendations
Conditions	
Public telephones, vending machines & light switches are clean?	
Waste receptacles cleaned & emptied? (Y/N)	
What is the condition of flooring?	
What type of flooring is present?	
Is the flooring coated? (Y/N) What type of coating?	
Noticeable odors present? (Y/N)	
Floors dust mopped or vacuumed at least daily? (Y/N)	
Daily spotting for carpets? (Y/N)	
Smoking areas is designated, outdoors, the required distance from entry ways or fresh air intakes; or if indoors, are vented directly outdoors? (Y/N)	

Tip: The condition of areas the public sees are important as they effect image. In addition, high touch surfaces must be cleaned frequently to keep building occupants healthy. On hard floors, rub a piece of white paper on the floor to get an idea of the level of dirt on the floor. Waste receptacles must be cleaned and maintained regularly to avoid growth of bacteria and attracting rodents.

Basements & Crawl Spaces	Comments/Recommendations
Conditions	
Insects, other pests or moisture present? (Y/N)	
Hazardous materials present? (Y/N)	
Drains operating properly? (Y/N)	
Vents & filters free of moisture & excess dirt? (Y/N)	
Cracks in flooring, foundation or walls? (Y/N)	
Noticeable odors present? (Y/N)	
What is the condition of flooring?	
What type of flooring is present?	
Is the flooring coated? (Y/N) What type of coating?	
Noticeable moisture or standing water? (Y/N)	
Noticeable evidence of mold, mildew, etc? (Y/N)	
High levels of dust or debris? (Y/N)	

Tip: Below ground areas can be a source for many indoor air quality problems. These areas are a collection point for moisture and can be a breeding ground for mold, mildew, insects, and other pests. Look for standing water or visible mold growth.

Mechanical Rooms & Systems	Comments/Recommendations
Conditions	
Excessive dirt & moisture present? (Y/N)	
Trash receptacles are acceptable, clean & emptied? (Y/N)	
HVAC filters need to be replaced? (Y/N) What is the frequency of HVAC filter changes?	
Filters are periodically cleaned / replaced? (Y/N)	
Insects or rodents present? (Y/N)	
Area not used for storage? (Y/N)	
Hazardous materials present? (Y/N)	
Noticeable odors present? (Y/N)	
Vents & exhaust fans clean & operating properly? (Y/N)	
Screens & barriers are in place to prevent pest entry? (Y/N)	
Outdoor air intakes are clean & away from sources of contamination (vehicle exhausts, smoke stacks, etc.)? (Y/N)	
Ceiling tiles exhibit no evidence of water or moisture damage? (Y/N)	
Air handlers & related equipment are routinely inspected & cleaned? (Y/N)	

Tip: The HVAC (Heating, Ventilation and Cooling) System plays a huge role in IAQ by properly filtering out contaminants and regular exchanging of air to bring in fresh air. The system must be maintained at peak operating efficiency with scheduled filter changes and inspections.

Garages & Loading Docks	Comments/Recommendations
Conditions	
Floors are clean & dry to prevent tracking? (Y/N)	
Floor matting systems are utilized & in good working order? (Y/N)	
Excessive dirt & moisture present? (Y/N)	
Hazardous materials such as highly flammable, corrosive, reactive, toxic or infectious items present? (Y/N)	
Materials (Paints, Chemicals, Fuels, etc) are organized & VOC's are controlled through adequate ventilation (Direct exhaust, etc.)? (Y/N)	
Doors sealed properly to prevent exhaust from entering building? (Y/N)	
Vehicular exhaust is not impacting fresh air intakes? (Y/N)	
Dumpster area is clean & located away from fresh air intake? (Y/N)	
Insects or rodents present? (Y/N)	
Noticeable odors present? (Y/N)	
What is the condition of flooring?	
What type of flooring is present?	
Is the flooring coated? (Y/N) What type of coating?	

Tip: Garages and loading docks can be a source of carbon monoxide and exhaust odors from running vehicles and also from gasoline and propane powered equipment. The indoor environment must be sealed off from intrusion of these odors. Check doors for proper seals and insure vents do not draw air into the building.

Storage Areas	Comments/Recommendations
Conditions	
Floors are clean & dry to prevent tracking? (Y/N)	
Excessive dirt & moisture present? (Y/N)	
Hazardous materials such as highly flammable, corrosive, reactive, toxic or infectious items present? (Y/N)	
Materials (Paints, Chemicals, Fuels, etc) are organized & VOC's are controlled through adequate ventilation (Direct exhaust, etc.)? (Y/N)	
Doors sealed properly to prevent exhaust from entering building? (Y/N)	
Insects or rodents present? (Y/N)	
Noticeable odors present? (Y/N)	

Tip: Make sure there is proper storage, separation and labeling of chemicals, petroleum solvents, gasoline, oil and pesticides. Make sure all cleaning chemicals are properly labeled, particularly secondary use containers for diluted concentrates.

Stairs & Elevators	Comments/Recommendations
Conditions	
Excessive dirt & moisture present? (Y/N)	
Materials stored in stairwell? (Y/N)	
Safety concerns (malfunctioning elevators, damaged hand rails, loose or broken stairs). (Y/N)	
What is the condition of flooring?	
What type of flooring is present?	
Is the flooring coated? (Y/N) What type of coating?	
Noticeable odors present? (Y/N)	

Tip: Stairs require attention due to potential safety hazards caused by improper or lack of cleaning. If conditions warrant, the use of slip resistant stair treads may be advisable, particularly on stairs near entrances, which could leave surfaces wet.

Office & Work Areas	Comments/Recommendations
Conditions	
Excessive dirt, clutter or storage of food present? (Y/N)	
Dust levels minimal? (Y/N)	
Dusting performed with micro-fiber cloths? (Y/N) Damp cloths? (Y/N)	
Office partitions (especially if they are covered) are clean & dust free? (Y/N)	
What is the condition of the flooring?	
What type of flooring is present?	
Is the flooring coated? (Y/N) What type of coating?	
Closets contain excess dirt or moisture? (Y/N)	
Ceiling tiles exhibit no evidence of water or moisture damage? (Y/N)	
Telephones, door knobs & light switches clean & operating properly? (Y/N)	
Windows & light fixtures are clean & operating properly? (Y/N)	
Draperies & blinds are clean & dust free? (Y/N)	
Noticeable odors present? (Y/N)	
Trash receptacles cleaned & emptied? (Y/N)	

Plants exhibit no evidence of insect infestation, & surfaces under plants are clean? (Y/N)	
No evidence of mold, mildew or other bio-contamination? (Y/N)	
No evidence of insects, rodents or other pests? (Y/N)	
Self contained heating & cooling units are clean & free of bio-contamination? (Y/N)	

Tip: These areas can become breeding grounds for bacteria if not regularly and properly cleaned. Employee areas can be particularly challenging when food is consumed and disposed of at work stations.

Food Areas	Comments/Recommendations
Conditions	
Air vents are clean & operating properly? (Y/N)	
Exhaust hoods are clean & operating properly? (Y/N)	
Excessive dirt, moisture or open food containers present on counters, tables, floors, cabinets, refrigerators & area under sinks? (Y/N)	
All surfaces that come in contact with food preparation are clean, free of food scrap & debris, & cleaned & sanitized after every meal or use? (Y/N)	
Tables (tops & undersides) & chairs are cleaned & sanitized after every meal or use? (Y/N)	
Insects or rodents present? (Y/N)	
Floor drains operating properly? (Y/N)	
Grease traps working properly, no noticeable odors? (Y/N)	
Grease traps equipped with automatic grease trap chemical dispensers? (Y/N)	
Trash receptacles are covered & emptied daily? (Y/N)	
Noticeable odors present? (Y/N)	
What is the condition of flooring?	
What type of flooring is present?	
Is the flooring coated? (Y/N) What type of coating?	

Use of appropriate cleaner? (Y/N)	
Use of appropriate sanitizer? (Y/N)	
Separation of recyclables from trash? (Y/N)	

Tip: Food areas can be a breeding ground for bacteria and must be thoroughly evaluated and appropriate sanitation procedures implemented. Floor drains are often a source of foul odors in food service areas. Use of a biological drain treatment may be warranted. Also, examine how garbage is maintained and disposed. Use of a biological odor treatment may be warranted here as well. Make note of the flooring type as porous grouted floors can become easily soiled without proper cleaning.

Restrooms, Showers & Locker Rooms	Comments/Recommendations
Conditions	
Excessive dirt or moisture present in the restroom? (Y/N)	
Leaks or standing water present? (Y/N)	
Soap dispensers, showers, towel dispensers, air hand dryers, exhaust fans, vents, sinks, drains, toilets & urinals are working properly? (Y/N)	
Counter tops, basins & toilets are disinfected/sanitized daily? (Y/N)	
Dispensers are wiped clean, disinfected & sanitized daily? (Y/N)	
Dispensers are properly stocked? (Y/N)	
Ceiling tiles exhibit no evidence of water or moisture damage? (Y/N)	
No evidence of mold or mildew on walls or grout? (Y/N)	
No evidence of insects, rodents or other pests? (Y/N)	
Self contained heating & cooling units are clean & free of bio-contaminants? (Y/N)	
Trash receptacles are covered & emptied daily? (Y/N)	
Noticeable odors present? (Y/N)	
What is the condition of flooring?	
What type of flooring is present?	

Is the flooring coated? (Y/N) What type of coating?	
Touch free urinals, toilets, dispensers? (Y/N)	
Non-para urinal blocks? (Y/N)	
Use foam hand soap? (Y/N)	
Use of disinfectant? (Y/N)	
Signs present to promote hand washing? (Y/N)	

Tip: This area requires special attention due to the presence of pathogens that can impact human health. Look for grouted floors that are heavily discolored as evidence of poor cleaning methods. Hard water rings in toilets or scale buildup around fixtures is a common problem that can be addressed with proper cleaning.

Cleaning Closets	Comments/Recommendations
Conditions	
Adequate number of cleaning closets present?(Y/N)	
Closet is clean & organized? (Y/N)	
Stored equipment is clean? (Y/N)	
Equipment is cleaned after every use? (Y/N)	
Mops in good condition? (Y/N)	
Chemicals are properly labeled? (Y/N)	
Hazardous items are stored safely? (Y/N)	
Floor drains & wash basins are operating properly? (Y/N)	
Noticeable odors present? (Y/N)	
Exhaust fans/vents are working properly? (Y/N)	
Trash receptacles are accessible, clean & adequately emptied (Y/N)	
Excess moisture or standing water present? (Y/N)	
Ceiling tiles exhibit no evidence of water or moisture damage? (Y/N)	
No evidence of mold, mildew or other bio-contamination? (Y/N)	

No evidence of insects, rodents or other pests? (Y/N)	
Chemical dispensing equipment present & operating properly? (Y/N)	

Tip: Cleaning closets often have a water source. Surfaces can frequently be wet, creating an opportunity for mold growth. All chemical products should be properly labeled, including secondary use containers. This area should have adequate ventilation, and direct exhaust to the outside is preferred.

Mail & Copy Rooms	Comments/Recommendations
Equipment is free of dust & debris? (Y/N)	
Air vents clean & operating properly? (Y/N)	
Flooring & carpets are clean & in good condition? (Y/N)	
Dust levels minimal? Dusting performed with damp or micro-fiber cloths? (Y/N)	
Waste containers cleaned & emptied daily? (Y/N)	
Ceiling tiles exhibit no evidence of water or moisture damage? (Y/N)	
Telephones, door knobs & light switches cleaned & disinfected? (Y/N)	
Windows & light fixtures are cleaned & operating properly? (Y/N)	
Draperies & blinds are clean & dust free? (Y/N)	
No evidence of mold, mildew, or other bio-contamination? (Y/N)	
No evidence of insects, rodents or other pests?	
Self contained heating & cooling units are clean & free of bio-contamination? (Y/N)	

Tip: Mail and Copy rooms are often ignored areas. Soils in this area will be tracked throughout the building as people from different parts make use of the utilities here.

People with Special Needs	Comments/Recommendations
Conditions	
Identified those building occupants with individual needs & sensitivities? (Y/N)	
A plan has been developed & implemented to address? (Y/N)	
Dusting & Dust Mopping	**Comments/Recommendations**
Conditions	
Using micro-fiber dust mops? (Y/N)	
Using micro-fiber clothes in place of feather dusters? (Y/N)	
Integrated Pest Management	**Comments/Recommendations**
Conditions	
Landscaped to eliminate safe havens? (Y/N)	
Prevention strategy in place to keep pests from entering? (Y/N)	
Food & moisture eliminated/removed properly? (Y/N)	
Pest monitoring program is in place? (Y/N)	
Use of least toxic, yet most effective pesticide as possible? (Y/N)	

Recycling Programs in Place	Comments/Recommendations
Conditions	
Paper, Glass, Plastic, Metal? (Y/N)	
Batteries, Toner, Fluorescent Bulbs? (Y/N)	
Used office furniture & equipment? (Y/N)	
Occupant education & awareness to reinforce recycling program participation? (Y/N)	
Workloading/Tasks/Frequency	**Comments/Recommendations**
Conditions	
Ability to provide written scope of work by area complete with required tasks & frequency? (Y/N)	
Ability to provide a workloading exercise has been done to meet the scope of work by area? (Y/N)	
Ability to provide written instructions on all required cleaning activities? (Y/N)	

General Policies	Comments/Recommendations
Conditions	
Able to provide a cleaning worker training log? (Y/N)	
Able to provide a floor care maintenance log? (Y/N)	
Able to provide an equipment maintenance & planned maintenance log? (Y/N)	
Able to provide a washroom care/maintenance log? (Y/N)	
Able to provide MSDS binder & in an easily accessible location? (Y/N)	
Demonstration of using PPE, wet floor signs, etc? (Y/N)	
Able to provide a blood or other potentially infectious material cleanup procedure to OSHA's standard? (Y/N)	
Use of blood spill compliance kit/center? (Y/N)	
Able to provide EPA or DIN (as applicable) registered disinfectant? (Y/N)	
All chemical containers have a primary or workplace label, & are properly labeled? (Y/N)	

Is there a written...	Comments/Recommendations
Conditions	
Statement of cleaning quality? (Y/N)	
Environmental policy? (Y/N)	
Pollution prevention policy? (Y/N)	
Safety & health policy? (Y/N)	
Policy for tracking workplace injuries? (Y/N)	

Able to demonstrate adequate notification given to building occupants prior to major work such as...	Comments/Recommendations
Application of pesticides? (Y/N)	
Floor finish stripping? (Y/N)	
Floor finish scrubbing & recoating? (Y/N)	
Carpet extraction? (Y/N)	
Carpet bonnet cleaning? (Y/N)	

Able to demonstrate the safe disposal of...	Comments/Recommendations
Floor finish & stripper solution after stripping floors? (Y/N)	
Chemicals no longer required? (Y/N)	
Cleaning solutions? (Y/N)	
Cleaning waste recovery solution? (Y/N) Such as Extraction, Bucket, Auto Scrubber?	

Able to demonstrate the following to monitor quality control?	Comments/Recommendations
Inspections? (Y/N)	
Surveys? (Y/N)	
Complaints? (Y/N)	
Customer evaluations? (Y/N)	

Have an overall cleaning services management system in place?	Comments/Recommendations
CIMS Certification? (Y/N)	
Green Seal GS-42? (Y/N)	
Other? (Y/N)	
None? (Y/N)	

Current Manufacturer/Distributor	Comments/Recommendations
Floor Care	
GS40 or ECP-CCD 147 Products (Y/N)	
Carpet Care	
GS37 or ECP-CCD 148 Products (Y/N)	
Disinfectant (ECP 57 or CCD-166)	
General Cleaners	
GS37 or ECP-CCD 146 Products (Y/N)	
Odor Control (CCD or Other)	
Hand Soap	
GS41 or ECP-CCD 104 products (Y/N)	
Chemical Management System	
Specialty Chemicals	

Current Manufacturer/Distributor	Comments/Recommendations
Current Equipment	
Manufacturer/Distributor	
Vacuums fitted with HEPA filters? (Y/N)	
CRI Certified vacuums? (Y/N)	
Stored equipment is clean? (Y/N)	
Equipment is cleaned & drained as applicable after each use? (Y/N)	
Carpet Extraction Equipment CRI Certified?(Y/N)	
Buffers have Vacuum Guards? (Y/N)	
Propane equipment has high efficiency, low emission engines, & sound less than 90dBA?	
Battery equipment using gel batteries? (Y/N)	
Current Towel Manufacturer/Distributor	
Toilet Tissue GS-1 or CCD-082 Certified? (Y/N)	
Hand Towels GS-9 or CCD-086 Certified? (Y/N)	
Made with recycled materials? (Y/N)	
No de-inking using chlorine solvents? (Y/N)	
No bleaching with chlorine? (Y/N)	

Using Jumbo roll dispensers? (Y/N)	
Current Liner Manufacturer/Distributor	
Using high density liners? (Y/N)	
Using low density liners? (Y/N)	
Using correct sizes? (Y/N)	
Using correct strength for different applications? (Y/N)	
Other Current Manufacturers/Distributors	
Microfiber wiping, dusting & mopping products (Y/N)	