

DATE \_\_\_\_\_



FACILITY \_\_\_\_\_

INSPECTION PERSONNEL \_\_\_\_\_

## GREEN BUILDING SURVEY

Green Cleaning Policy	Comments/Recommendations
<b>Conditions</b>	
Purchase of sustainable cleaning, hard floor and carpet care – Green Seal, Ecologo, EPA DfE (Y/N)	
Purchase of sustainable cleaning equipment (Y/N)	
Hand hygiene program including washing and sanitizing (Y/N)	
Requirements for staffing and training of maintenance personnel (Y/N)	
Documented, implemented, monitored cleaning procedures (Y/N)	
Method of collecting customer/occupant feedback (Y/N)	
System to rate custodial effectiveness, sidewalk, roads, parking lots dirt present, type of soil (Y/N)	

Current Chemicals – Manufacturer/Distributor	Comments/Recommendations
<b>Conditions</b>	
Floor Care	
GS40 products (Y/N)	
Ecologo (Y/N)	
<b>Carpet Care</b>	
GS37 products (Y/N)	
Ecologo (Y/N)	
<b>Disinfectants</b>	
Ecologo (Y/N)	

<b>General Cleaners</b>	
GS37 products (Y/N)	
Ecologo (Y/N)	
EPA DFE (Y/N)	
<b>Odor Control</b>	
Low VOC products (Y/N)	
<b>Skin Care</b>	
GS41 products (Y/N)	
Foam soaps (Y/N)	
Antibacterial soaps (Y/N)	
Lockable dispensers (Y/N)	
Bulk fill dispensers (Y/N)	
Cartridge fill dispensers (Y/N)	
Hand washing program in place (Y/N)	
<b>Chemical Management System (Y/N)</b>	
<b>Specialty Chemicals</b>	

Current Supplies & Equipment – Manufacturer/Distributor	Comments/Recommendations
<b>Conditions</b>	
CRI Certified vacuums (Y/N)	
CRI Certified extractors (Y/N)	
Powered floor equipment – passive/active vacuum systems < 70 db (Y/N)	
Scrubbers – adjustable solution control (Y/N)	
Propane equipment – high efficiency, low-emission engines with catalytic converters meeting CARB or EOA guides; < 90 db (Y/N)	
Gel batteries (Y/N)	
Maintenance logs being utilized (Y/N)	
<b>Current Towel Manufacturer/Distributor</b>	
Made with recycled materials (Y/N) Made with rapidly renewable resources or tree free fibers (Y/N)	
No de-inking using chlorine solvents (Y/N)	

No bleaching with chlorine (Y/N)	
Using jumbo roll dispensers (Y/N)	
<b>Current Tissue Manufacturer/Distributor</b>	
Made with recycled materials (Y/N)	
No de-inking using chlorine solvents (Y/N)	
No bleaching with chlorine (Y/N)	
Using jumbo roll dispenses (Y/N)	
<b>Current Liner Manufacturer/Distributor</b>	
Using high density liners (Y/N)	
Using low density liners (Y/N)	
Right sized for containers (Y/N)	
Double bagging (Y/N)	
EPA compliant, 10% post-consumer content (Y/N)	
<b>Micro Fiber wiping, dusting and mopping products (Y/N)</b>	

Restrooms	Comments/Recommendations
<b>Conditions</b>	
Excessive dirt, moisture present in restroom (Y/N)	
Leaks or standing water present (Y/N)	
Noticeable odors present (Y/N)	
Soap dispensers, showers, towel dispensers, exhaust fans, vents, sinks, drains, toilets and urinals are working properly (Y/N)	
What is the condition of flooring? What type of flooring is present? Is it sealed? (Y/N) Type of coating.	
Touch free urinals, toilets, dispensers (Y/N)	
Non-para urinal blocks (Y/N)	
Use foam hand soap (Y/N)	

Cleaning Closets	Comments/Recommendations
<b>Conditions</b>	
Adequate number of cleaning closets presents (Y/N)	
Closet is organized, chemicals and equipment are properly labeled (Y/N)	

Hazardous items are stored safely (Y/N)	
Floor drains are operating properly (Y/N)	
Noticeable odors present (Y/N)	
Excess moisture or standing water present (Y/N)	
Chemical dispensing equipment present and operating properly (Y/N)	

Recycling Program	Comments/Recommendations
Written program (Y/N)	
Items recycled – paper, cardboard, plastic, glass, metals, mercury containing light bulbs, batteries Containers in place (Y/N)	
Occupants have been trained (Y/N)	
Containers emptied according to plan (Y/N)	

Storage Areas	Comments/Recommendations
<b>Conditions</b>	
Hazardous materials such as highly flammable, corrosive, reactive, toxic or infectious items present (Y/N)	
Excessive dirt or moisture present (Y/N)	
Doors sealed properly to prevent exhaust from entering building (Y/N)	
Noticeable odors present (Y/N)	
Insects or rodents present (Y/N)	

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

Office and Work Areas	Comments/Recommendations
<b>Conditions</b>	
Excessive dirt, clutter or storage of food present (Y/N)	
What is the condition of flooring? What type of flooring is present? Is it coated? (Y/N) Type of coating.	
Closets contain excess dirt or moisture (Y/N)	
Water damage present in ceiling tiles (Y/N)	
Telephones, door knobs and light switches clean and operating properly (Y/N)	
Noticeable odors present (Y/N)	
Trash receptacles cleaned and emptied (Y/N)	

Food Areas	Comments/Recommendations
<b>Conditions</b>	
Excessive dirt, moisture or open food containers present on counters, tables, floors, cabinets, refrigerators and area under sinks (Y/N)	
Presence of insects and rodents (Y/N)	
Floor drains operating properly (Y/N)	
Trash receptacles are covered and emptied daily (Y/N)	
Noticeable odors present (Y/N)	
What is the condition of flooring? What type of flooring is present? Is it coated? (Y/N) Type of coating.	

Pest Management	Comments/Recommendations
Written policy for Integrated Pest Management (Y/N)	

Building Exterior	Comments/Recommendations
<b>Conditions</b>	
Sidewalk, roads, parking lots – dirt present, type of soil.	
Building exterior damage present if so where?	
Condition of drainage around building	
Drains operating properly (Y/N)	
Condition of dumpsters, insects and rodents present (Y/N)	
Presence of standing water in parking lot (Y/N)	

Building Entrances & Exits	Comments/Recommendations
<b>Conditions</b>	
Evaluate matting systems – scraper mats, foyer mats and inside carpet mats.	
Matting maintenance program present (Y/N), frequency of maintenance.	
Waste receptacles cleaned and emptied (Y/N)	
Glass doors and window coverings are clean and in proper working condition (Y/N)	
Noticeable odors present (Y/N)	
What is the condition of flooring? What type of flooring is present? Is it coated? (Y/N) Type of coating.	

Public Areas	Comments/Recommendations
<b>Conditions</b>	
Public telephones, vending machines and light switches are clean (Y/N)	
Waste receptacles cleaned and emptied (Y/N)	
What is the condition of flooring? What type of flooring is present? Is it coated? (Y/N) Type of coating.	
Noticeable odors present (Y/N)	

Basements and Crawl Spaces	Comments/Recommendations
Conditions	
Dirt, insects, other pests, or moisture present (Y/N)	
Hazardous materials present (Y/N)	
Drains operating properly (Y/N)	
Vents and filters free of moisture and 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 it coated? (Y/N) Type of coating.	

Mechanical Rooms and Systems	Comments/Recommendations
<b>Conditions</b>	
Excessive dirt and moisture present (Y/N)	
HVAC Filters need to be replaced (Y/N)	
Insects or rodents present (Y/N)	
Hazardous materials present (Y/N)	
Noticeable odors present (Y/N)	
Vents and exhaust fans clean and operating properly (Y/N)	

Garages and Loading Docks	Comments/Recommendations
<b>Conditions</b>	
Excessive dirt or moisture present (Y/N)	
Hazardous materials such as highly flammable, corrosive, reactive, toxic or infectious items present (Y/N)	
Doors sealed properly to prevent exhaust from entering building (Y/N)	
Insects or rodents present (Y/N)	
Noticeable odors present (Y/N)	
What is the condition of flooring? Type of flooring is present? Is it coated? (Y/N) Type of coating.	

Office and Work Areas	Comments/Recommendations
<b>Conditions</b>	
Excessive dirt, clutter or storage of food present (Y/N)	
What is the condition of flooring? What type of flooring is present? Is it coated? (Y/N) Type of coating.	
Closets contain excess dirt or moisture (Y/N)	
Water damage present in ceiling tiles (Y/N)	
Telephones, door knobs and light switches clean and operating properly (Y/N)	
Noticeable odors present (Y/N)	
Trash receptacles cleaned and emptied (Y/N)	

Food Areas	Comments/Recommendations
<b>Conditions</b>	
Excessive dirt, moisture or open food containers present on counters, tables, floors, cabinets, refrigerators and area under sinks (Y/N)	
Presence of insects and rodents (Y/N)	
Floor drains operating properly (Y/N)	
Trash receptacles are covered and emptied daily (Y/N)	
Noticeable odors present (Y/N)	
What is the condition of flooring? What type of flooring is present? Is it coated? (Y/N) Type of coating.	

Roof Areas	Comments/Recommendations
<b>Conditions</b>	
Exhaust fans and vents clean and operating properly (Y/N)	
Storage of materials present (Y/N)	
Leaks or standing water present (Y/N)	
Screens or barriers are in place to prevent pest entry into the building (Y/N)	