



Green Building Survey

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 an effective green cleaning facility plan.

Developed for use by Building Service Contractors or in-house cleaning services, the Green Building Survey provides a framework to help identify potential problem areas and provide appropriate solutions.

Facility Name: _____

Building No.: _____

Inspector Name: _____

Date: _____

Green Cleaning takes a holistic approach to building maintenance, recognizing that many facets of building operations can impact human health. The Green Cleaning Survey may address areas that are out of the scope of normal cleaning, but they still need to be addressed.

Environmental Solutions



Outside: Identify any conditions outside of the building that may impact the indoor environment.

Outside	Comments
Conditions	
Sidewalk, roads, parking lots - dirt present, type of soil	
Building exterior damage present. If so, where?	
Condition of drainage around building	
Drains operating properly Yes / No	
Condition of dumpsters	
Insects & rodents present? Yes / No	
Standing water in parking lot Yes / No	
Recommendations	



Tip: 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 cleaning facility plan.

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Entrances & Exits: Building entry ways require special attention because this is the points where the majority of dirt and contaminants enter.

Entrances & Exits	Comments
Conditions	
Matting systems - scraper mats, foyer mats and inside carpet mats. How many feet? _____ feet.	
Matting maintenance program present Yes / No Frequency of maintenance	
Waste receptacles cleaned and emptied Yes / No	
Glass doors and window coverings are clean and in proper working condition Yes / No	
Noticeable odors present Yes / No	
What condition is the flooring	
What type of flooring is present	
Is it coated? If so, what type of coating?	
Recommendations	



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

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Public Areas: The conditions of areas the public sees are important as they affect image.

Public Areas	Comments
Conditions	
Public telephones, vending machines and light switches are clean Yes / No	
Waste receptacles cleaned and emptied Yes / No	
Noticeable odors present Yes / No	
What condition is the flooring	
What type of flooring is present	
Is it coated? If so, what type of coating?	
Recommendations	



Tip: 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.

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Basement & Crawl Spaces: These areas are hiding places for potential problems from pests to mold. Look closely at these areas for any issues, particularly moisture problems.

Basement & Crawl Spaces	Comments
Conditions	
Dirt, insects, other pests or moisture present Yes / No	
Hazardous materials present Yes / No	
Drains operating properly Yes / No	
Vents & filters free of moisture and excess dirt Yes / No	
Cracks in flooring, foundation or walls Yes / No	
Noticeable odors present Yes / No	
What condition is the flooring	
What type of flooring is present	
Is it coated? If so, what type of coating?	
Recommendations	



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.

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Mechanical Rooms: These rooms can house the HVAC system which can have a significant impact on indoor air quality.

Mechanical Rooms & Systems	Comments
Conditions	
Excessive dirt & moisture present Yes / No	
HVAC filters need to be replaced Yes / No	
Insects & rodents present? Yes / No	
Hazardous materials present Yes / No	
Noticeable odors present Yes / No	
Vents & exhaust fans clean and operating properly Yes / No	
Recommendations	



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.

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Garages & Loading Docks: These areas are naturally dirtier and require attention. These areas can also be sources of fumes that must be kept out of the indoor environment.

Garages & Loading Docks	Comments
Conditions	
Excessive dirt & moisture present Yes / No	
Hazardous materials such as highly flammable, corrosive, reactive, toxic or infectious items present Yes / No	
Doors sealed properly to prevent exhaust from entering building Yes / No	
Insects & rodents present? Yes / No	
Noticeable odors present Yes / No	
What condition is the flooring	
What type of flooring is present	
Is it coated? If so, what type of coating?	
Recommendations	



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.

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Storage Areas: Look for the proper storage of hazardous chemicals. Know where cleaning products will be stored. Make sure the area is properly vented to the outside.

Storage Areas	Comments
Conditions	
Hazardous materials such as highly flammable, corrosive, reactive, toxic or infectious items present Yes / No	
Excessive dirt & moisture present Yes / No	
Doors sealed properly to prevent exhaust form entering building Yes / No	
Insects & rodents present? Yes / No	
Noticeable odors present Yes / No	
Recommendations	



Tip: Make sure there is proper storage 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.

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Stairs & Elevators: Stairs require attention due to potential safety hazards caused by improper or lack of cleaning. Confined spaces such as elevators should also be carefully checked.

Stairs & Elevators	Comments
Conditions	
Excessive dirt & moisture present Yes / No	
Materials stored in stairwell Yes / No	
Safety concerns (malfunctioning elevators, damaged hand rails, loose or broken stairs)	
Noticeable odors present Yes / No	
What condition is the flooring	
What type of flooring is present	
Is it coated? If so, what type of coating?	
Recommendations	



Tip: If conditions warrant the use of slip resistant stair treads may be advisable, particularly on stairs near entrances, which could leave surfaces wet.

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Office & Work Areas: These areas can become breeding grounds for bacteria if not regularly and properly cleaned.

Office & Work Areas	Comments
Conditions	
Excessive dirt, clutter or storage of food present Yes / No	
Waste receptacles cleaned and emptied Yes / No	
What condition is the flooring	
What type of flooring is present	
Is it coated? If so, what type of coating?	
Closets contain excess dirt or moisture Yes / No	
Water damage present in ceiling tiles Yes / No	
Telephones, door knobs and light switches clean and operating properly Yes / No	
Noticeable odors present Yes / No	
Recommendations	



Tip: Employee areas can be particularly challenging when food is consumed and disposed of at work stations.

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Food Areas: These areas can be breeding ground for bacteria and must be thoroughly evaluated and appropriate sanitation procedures implemented.

Food Areas	Comments
Conditions	
Excessive dirt, moisture or open food containers present on counters, tables, floors, cabinets, refrigerators and area under sinks Yes / No	
Insects & rodents present? Yes / No	
Floor drains operating properly Yes / No	
Waste receptacles are covered and emptied daily Yes / No	
Noticeable odors present Yes / No	
What condition is the flooring	
What type of flooring is present	
Is it coated? If so, what type of coating?	
Recommendations	



Tip: 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 contained and disposed. Make note of the flooring type as porous grouted floors can become easily soiled without proper cleaning.

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Restrooms: This area requires special attention due to the presence of pathogens that can impact human health.

Restrooms	Comments
Conditions	
Excessive dirt & moisture present in restroom Yes / No	
Leaks or standing water present Yes / No	
Noticeable odors present Yes / No	
Soap dispensers, showers, towel dispensers, exhaust fans, vents, sinks, drains, toilets and urinals are working properly Yes / No	
What condition is the flooring	
What type of flooring is present	
Is it coated? If so, what type of coating?	
Recommendations	



Tip: 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.

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Cleaning Closets: Proper storage of chemical and supplies is required. This area should have adequate ventilation to the outside.

Cleaning Closets	Comments
Conditions	
Adequate number of cleaning closets present Yes / No	
Closet is organized, chemicals and equipment are properly labeled Yes / No	
Hazardous items are stored away Yes / No	
Floor drains are operating properly Yes / No	
Noticeable odors present Yes / No	
Excessive moisture & standing water present Yes / No	
Chemical dispensing equipment present and operating properly Yes / No	
Recommendations	



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.

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Roof Area of the Building: Identify any conditions on the roof and eaves of the building that may impact the indoor environment.

Roof Area of the Building	Comments
Conditions	
Leaks or standing water present Yes / No	
Screens or barriers are in place to prevent pest entry into building Yes / No	
Exhaust fans and vents clean and operating properly Yes / No	
Storage of materials present? Yes / No	
Recommendations	



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.

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Current Chemicals - Manufacturer/Distributor		Comments/Recommendations
Floor Care		
Carpet Care		
Disinfectants		
General Cleaners		
Odor Control		
Skin Care		
Chemical Management System		
Specialty Chemicals		

Current Supplies & Equipment - Manufacturer/Distributor		Comments/Recommendations
Current Equipment Manufacturer/Distributor		
Current Towel Manufacturer/Distributor		
Current Tissue Manufacturer/Distributor		
Current Liner Manufacturer/Distributor		
Other Current Manufacturer/Distributors		