



HEALTHY BUILDING AUDIT - OVERVIEW



HP PRODUCTS - Indianapolis - Chicago - Cincinnati - Columbus - Detroit - Paducah - St. Louis - 1-800-457-0916

CHEMICAL PRODUCTS PROGRAM

METHOD	PRODUCT IN USE	PRODUCT IN USE	PRODUCT IN USE
BULK CLEANING CHEMICALS	RTU CLEANING CHEMICALS	PRE-PAK CLEANING CHEM.	AEROSOLS
DISPENSED CLEANING CHEM	AIR FRESH.-METERED	AIR FRESHENERS-BULK	AIR FRESHENERS - AERO
CARPET SPOT KIT / PRODUCTS	PHENOLIC DISINFECTANT	QUAT DISINFECTANT	

GREEN PROGRAM / POLICY - FORMAL

GREEN PROGRAM / POLICY - INFORMAL

AUDITS GENERALLY REDUCED THE NUMBER OF PRODUCTS USED BY 40 - 60%

TRASH CONTAINERS

MODEL / TYPE	LOCATION	CONDITION	PROPER LINER SIZE

TRASH LINERS SIZING / USAGE

SIZE	DENSITY	COLOR	USAGE

"RIGHT" SIZING CAN LINERS TYPICALLY PRODUCES A 25% REDUCTION IN COSTS AND REDUCES WASTE

HAND SOAP PROGRAM

METHOD			
HI-CAPACITY HAND SOAP	FOAM HAND SOAP	BULK HAND SOAP	HANDS FREE SOAP DISP.
ANTI-BACTERIAL HAND SOAP	HAND SANITIZERS	BAR SOAP	

FOAMS DISPENSE 30-40% LESS WITH INCREASED HAND COVERAGE - SANITIZERS CAN REDUCE ABSENTEEISM 21%*

RESTROOMS

LOCATION	SINKS #/TYPE	TOILETS #/TYPE	URINALS #/TYPE

CONDITION NOTES:

RESTROOM CONDITIONS REFLECT OVERALL CONDITIONS

PAPER PRODUCTS PROGRAM

METHOD			
1-PLY OR 2-PLY	STANDARD TOILET TISSUE	HI-CAPACITY T.T.	CORELESS TOILET TISSUE
CENTERPULL TOWEL	CONTROLLED USAGE DISP	FOLDED TOWELS	HRT
HANDS FREE DISPENSER	TOILET SEAT COVERS	FACIAL TISSUE	ELECTRIC HAND DRYERS

TYPICAL SAVINGS BY SWITCHING TO CORELESS T.T. FROM STANDARD ROLL T.T. IS OVER 30%. WASTE REDUCED 65%

DUST CONTROL AND DUSTING PROGRAM

METHOD			
MANUFACTURED WIPERS	RAGS	MICROFIBER CLOTHS	MICROFIBER DUST MOPS
RAGS	MICROFIBER DUST TOOLS	FEATHER DUSTERS	LAMBS WOOL DUSTERS
DUST SLEEVES / CLOTHS	LAUNDERABLE DUST MOPS	DISPOSABLE DUST MOPS	ELECTROSTATIC DUST MOPS
OIL BASED DUST MOP TREAT	WATER-BASE DUST TREAT		

DUST CONTRIBUTES TO HEADACHES-DIZZINESS-NOSE BLEEDS-CHRONIC BRONCHITIS-OCCUPATIONAL ASTHMA

WET MOPPING PROGRAM

METHOD			
WOODEN MOP HANDLES	METAL/F-GLAS HANDLES	MICROFIBER WET MOPS	DISPOSABLE WET MOPS
LAUNDERABLE WET MOPS	COTTON MOPS	CUT END MOPS	LOOPED MOPS
BANDED MOPS	LOOPED / BANDED MOPS	MOP LAUNDERING	PUSH BROOM USE
SWEEPER USE	MOP COLOR CODING		

MICROFIBER WET MOPS LAUNDERABLE 100 TIMES, REDUCING WASTE - FLAT MOPS REDUCE CHEMICAL USE UP TO 95%

GREEN MAINTENANCE PROCEDURES			
METHOD			
ROOM AIR FILTER CHANGE LOG	DAY CLEANING PROGRAM	GLOVES - USAGE POLICY	MOPS - MAINT. POLICY
BUCKET WATER CHANGE FREQ.	WIPER COLOR CODING	MOPS - AREA DESIGNATIONS	
GREEN CLEANING POLICIES REDUCE WASTE - REDUCE EXPENSE - INCREASES IEQ - THE TRIPLE BOTTOM LINE			
EQUIPMENT EFFECTIVENESS AND MAINTENANCE			
METHOD	PRODUCT IN USE	CRI / HEPA	CONDITION
BACK PACK VACS	CANISTER VACS	UPRIGHT VACS	CRI APPROVED
VAC FILTER CHANGE POLICIES	SCRUBBER DECK MAINT	SCRUBBER TANK CLEANED	WET VAC TANKS CLEANED
BURNISHER-ACTIVE DUST CONTROL	SPRAY BUFFING	MOP ON RESTORERS	CHEMICAL MANAGEMENT
FOAM CLEANING			
EQUIPMENT MAINTENANCE LOG:			
REPAIR / PARTS PROCEDURES:			
STUDY SHOWS 50% OF VACUUM BRUSHES CONTAIN FECAL BACTERIA - 13% WITH E-COLI. ALL CONTAINED MOLD			
MATting PROGRAM			
ENTRY LOCATION	PRODUCT IN USE	SIZE	AGE / CONDITION
LOCATION			
I.S.S.A. STUDIES SHOW 90-95% OF DIRT BROUGHT INTO BUILDINGS IS TRACKED IN - 10' MINIMUM			
WATER CONSERVATION PROGRAMS			
METHOD	PRODUCT IN USE	CONDITION	OPERATION
AUTO FAUCETS	AUTO FLUSHERS	DUAL MODE FLUSHERS	MANUAL FLUSHERS
REGULATED FAUCETS	STANDARD FAUCETS		
AUTO FAUCETS REDUCE WATER USAGE FOR HAND WASHING UP TO 70%			
INTEGRATED PEST MANAGEMENT			
METHOD	PRODUCT IN USE	METHOD USED	CONDITON
DUMPSTER AREA MAINTENANCE	TRASH COLLECT.METHOD	EATING/SNACK POLICY	DRAIN MAINT. SCHED.
STANDING WATER POLICY	PEST CONTRACTOR	EVIDENCE OF PESTS	
PROACTIVE PEST MANAGEMENT REDUCES USE OF PESTICIDES - BENEFITS THE OCCUPANTS AND THE BOTTOM LINE			
RECYCLING PROGRAMS			
METHOD			
SEPERATED	PAPER ONLY	PLASTICS	RECYCLING HAULER
AMERICANS NOW RECYCLES AS MUCH TRASH AS THERE WAS TOTAL TRASH IN 1960 - WHAT % IS RECYCLED IN THIS BLDG?			
ENERGY SAVINGS PROGRAMS			
METHOD	PRODUCT IN USE	MODEL	OPERATION
LIGHT SENSORS	LIGHT TIMERS	BALLAST TYPE	BULBS USED
LIGHTING RETROFITS CAN RESULT IN 65% SAVINGS AND 2 YEAR R.O.I.			
CAFETERIA / LUNCHROOM			
CLEANING PRODUCTS USED	SURFACES SANITIZED	SANITIZING SCHEDULE	
STORAGE ROOM LOCATION / CONDITION:			
CROSS CONTAMINATION ACCOUNTS FOR 20% OF ALL STOMACH ILLNESSES			
MSDS COMPLIANCE			
BINDER - PROPERLY LABELED			
PRODUCTS IN MSDS BINDER	ORGANIZED Y/N	CURRENT Y/N	READABLE Y/N
ACCESSIBILITY:			
OSHA FINES CAN RANGE FROM WARNINGS TO \$70,000 - AVERAGE FINE OF \$429 - MSDS CAN BECOME OUTDATED - HMIS			
CUSTODIAL CLOSETS / STORAGE AREAS			
LOCATION:			
CONDITION			
DETAILED ITEM LIST			
POTENTIAL FOR INJURY IS GREATEST HERE			