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ISSA CLEAN STANDARD

Appendix B: Building Audit Short Form

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS



Appendix B: Building Audit - Short Form

Building Name & Location: _____

Investigators: *Primary*: _____

Others Involved: _____

Date: _____

Size of Building: _____ sq. ft. Number of Floors: _____ Grades: _____

Number of Occupants: _____ Teachers: _____ Other Staff: _____

Number of Areas Needing Immediate Attention

A: Entrances/Lobbies/Halls #: _____ Follow-up dates/initials: _____ / _____	B: Stairwells #: _____ Follow-up dates/initials: _____ / _____	C: Offices #: _____ Follow-up dates/initials: _____ / _____	D: Classrooms #: _____ Follow-up dates/initials: _____ / _____
E: Restrooms #: _____ Follow-up dates/initials: _____ / _____	F: Gyms/Equipment Rooms #: _____ Follow-up dates/initials: _____ / _____	G: Food Prep/Dining #: _____ Follow-up dates/initials: _____ / _____	H: Media Centers #: _____ Follow-up dates/initials: _____ / _____
I2: Other 1 #: _____ Follow-up dates/initials: _____ / _____	I2: Other 2 #: _____ Follow-up dates/initials: _____ / _____	I3: Other 3 #: _____ Follow-up dates/initials: _____ / _____	I4: Other 4 #: _____ Follow-up dates/initials: _____ / _____
TOTAL NUMBER OF AREAS NEEDING IMMEDIATE ATTENTION:			_____

Other Notes: _____

Adapted from:

Housekeeping Survey Form - The Ashkin Group School General Checklist - Shaughnessy, et al., University of Tulsa Indoor Air Quality Program

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section A: Entrances, Lobbies, Halls and Commons



School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Entrance #	Entrance #	Entrance #	Entrance #	Entrance #
Survey Item	_____	_____	_____	_____	_____
Entrance mats and floor grills are free of visible soil and debris, in good condition, and cover enough area to be effective					
Waste receptacles in good condition, empty and free of any visible soil					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Drinking fountains clean and in good working condition					
Glass doors, decorative surfaces, ledges, trim, mirrors and bright work are in good condition and free of visible soil and residue					
Student lockers clean and in good working condition					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Exit signs free of dust, visible and operational					

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section B: Stairwells



School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #
Survey Item	_____	_____	_____	_____	_____
Floors/ceilings/windows/ walls/lights are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					
Floors/ceilings/windows/ walls/lights are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					
Floors/ceilings/windows/ walls/lights are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section C: Offices (Including Nurse, Lounge, Mail and Copy Rooms)



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School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Office Name/ #	Office Name/ #	Office Name/ #	Office Name/ #	Office Name/ #
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Partitions (especially if fabric covered) are free of visible dust and stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Staff desks, mouse/keyboards and telephone free of visible soil, dust, debris and residue					
Waste receptacles in good condition, empty and free of any visible soil					
Plants exhibit no evidence of insect infestation, and surfaces under plants are dry and free of visible soil					
No evidence of mold, mildew or other biocontamination					
No evidence of insects, rodents or other pests					
Self contained heating/cooling units are in working order and free of visible dust, residue, mold, mildew and other biocontamination					
Mail, computer and copy equipment free of visible dust and debris					
Air vents operating correctly and free of visible soil and dust					
<i>Number of desks / tables / cabinets</i>					

Notes on Office Name/# : _____

Notes on Office Name/# : _____

Notes on Office Name/# : _____

Notes on Office Name/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section D: Classrooms (Including Music, Shop, Art, Science, etc.)



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School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Room #	Room #	Room #	Room #	Room #
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Student desks, chairs and tables are dry, in good conditions and free of visible soil, residue and markings					
Teacher's desk, keyboard/mouse and telephone free of visible soil, dust, debris and residue					
Partitions (especially if fabric covered) are free of visible dust and stains					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Air vents/filters in good condition and free of dust and obstructions					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
White boards and chalk board free of markings and dust					
Waste receptacles in good condition, empty and free of any visible soil					
Plants exhibit no evidence of mold or insect infestation, and surfaces under plants are dry and free of soil					
No evidence of mold, mildew or other biocontamination					
No evidence of insects, rodents or other pests					
Self contained heating/cooling units are in working order and free of visible dust, residue, mold, mildew and other biocontamination					
Animal habitats (if present) are secure, free of odors, and free of visible wastes					
Food (if present) is in designated containers in storage areas					
Number of student desks (or seats):					
Number of tables/counters:					

Notes on Classroom : _____

Notes on Classroom : _____

Notes on Classroom : _____

Make notes for each Classroom on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section E: Restrooms (Including locker rooms, showers)



School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	RR Loc #		RR Loc #		RR Loc #		RR Loc #		RR Loc #	
	M	W	M	W	M	W	M	W	M	W
Survey Item										
Countertops, basins, toilets and urinals are free of visible soil and stains										
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains										
Water faucets, toilets and urinals are operating properly										
Mirrors free of visible soil and residue, as well as marks, scratches, chips, etc.										
No noticeable odors										
No evidence of mold, mildew or other biocontamination										
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue										
Vents are operating properly and free of visible soil and dust										
Stall doors and latches in good working order and free of visible soil and residue										
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue										
Waste receptacles in good condition, empty and free of any visible soil										
Floor drains free of obstructions and odors										
Ceilings/light fixtures/walls/window/window coverings dry, in good condition and free of visible soil, dust or stains										
<i>Number of stalls</i>										
<i>Number of urinals</i>										
<i>Number of stalls</i>										

Notes on Restroom: _____

Notes on Restroom: _____

Notes on Restroom: _____

Make notes for each Restroom Area on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section F: *Gymnasiums and Equipment Rooms*



School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #
Survey Item	_____	_____	_____	_____	_____
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
No evidence of mold, mildew or other biocontamination					
No noticeable odors					
Bleachers are free of debris and spill residue					
Wrestling mats are dry and free of visible soil and residue					
Apparatus, work-out and weight training equipment are dry and free of visible soil and residue					
Balls, toys, etc., are stored appropriately and are free of visible soil and residue					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Waste receptacles in good condition, empty and free of any visible soil					
<i>Number of floor mats</i>					
<i>Number of exercise machines, weight benches, etc</i>					

Notes on Gym/Room: _____

Notes on Gym/Room: _____

Notes on Gym/Room: _____

Notes on Gym/Room: _____

Notes on Gym/Room: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section G: Food Preparation and Dining Areas



School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Prep/ Dine Name/ #	Prep/ Dine Name/ #	Prep/ Dine Name/ #	Prep/ Dine Name/ #	Prep/ Dine Name/ #
Survey Item					
Floors dry, in good condition and free of visible food scraps, debris, soil, dust, residue and stains					
Kitchen floor mats are dry, free of food scraps/debris and in good condition					
Floor drains free of obstructions and odors					
Air vents are operating properly and free of visible soil and dust					
All surfaces that come in contact with food are free of food scraps, debris and stains					
Dining table and chair tops and undersides are in good condition and free of visible soil, residue and stains					
Appliances and cooking equipment are free of soil and residue					
Cooking and eating utensils are clean, dry and properly stored					
All food and beverages are properly stored					
Waste receptacles in good condition, covered, empty and free of any visible soil					
No evidence of insects or rodents					
No evidence of mold, mildew or other biocontamination					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Number of cafeteria tables:					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					

Notes on Food Prep/Dining Area: _____

Notes on Food Prep/Dining Area: _____

Notes on Food Prep/Dining Area: _____

Notes on Food Prep/Dining Area: _____

Make notes for each Food Preparation/Dining Area on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section H: Media Centers (including library and computer lab)



School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Room Name/ #	Room Name/ #	Room Name/ #	Room Name/ #	Room Name/ #
Survey Item					
Tables and chairs (top and underside) in good condition and free of dust, debris and stains					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Computer and study carrels (desk and walls) free of visible debris, dust and stains					
Staff desks and keyboard/mouse free of dust and debris					
Stacks free of dust and debris					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Waste receptacles in good condition, empty and free of any visible soil					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

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Section I: Other Area 2: _____



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School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #
Survey Item - add as needed					

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____
