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ISSA STANDARD

for Measuring the Effectiveness of Cleaning in Institutional and Commercial Facilities

0415-2015

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Disclaimer

The ISSA Standard for Measuring the Effectiveness of Cleaning in Institutional and Commercial Facilities (hereinafter the "Clean Standard") derives from the ISSA Standard for Measuring the Effectiveness of Cleaning in K-12 Schools (Clean Standard: K-12), which in turn was developed through a consensus standard development process that brought together volunteers representing varied viewpoints and interests to achieve consensus on the standard. While ISSA administers the process and establishes policies, procedures, and guidelines to promote fairness in the development of consensus, it does not evaluate or verify the accuracy of any information or the soundness of any judgments contained in this Clean Standard.

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1. Overview and Background

The goal of the ISSA Standard for Measuring the Effectiveness of Cleaning in Institutional and Commercial Facilities (hereinafter referred to as the "Clean Standard") is to provide facilities with a tool that will help them measure and monitor the effectiveness of their cleaning processes thereby contributing to the quality of the indoor environment for the benefit of facility occupants.

The Clean Standard is a performance-oriented standard that is focused on:

- The desired levels of cleanliness that can be reasonably achieved;
- Recommended monitoring and inspection procedures designed to measure the effectiveness of cleaning procedures using quantitative measures (i.e., ATP Meters) and traditional methods (i.e., sight, smell, touch); and
- How to use the results of monitoring and inspection to evaluate and improve the cleaning processes and products that are critical to maintaining a safe and healthy indoor environment.

The Clean Standard is focused on achieving and maintaining an effective cleaning program through the use of a systematic approach and standardized guidelines. As such, the Clean Standard provides facilities with a framework and protocol for using ATP meters along with qualitative methods to measure and assess cleaning effectiveness on a periodic and consistent basis.

Perhaps more importantly, the Clean Standard provides a structured approach to addressing those situations where a facility's condition and cleanliness are less than desirable. By assessing cleaning effectiveness, facilities can improve the cleaning process and ensure that a desired level of cleanliness is achieved and maintained. Effective cleaning is especially important in light of the growing body of evidence that concludes that improved hygiene results in reduced illnesses and reduced absenteeism, as well as increased productivity.

The Clean Standard derives from the ISSA Standard for Measuring the Effectiveness of Cleaning in K-12 Schools, which in turn is predicated upon independent and unbiased scientific research, including thousands of ATP measurements from high touch surfaces recognized as posing health risks in schools (i.e.: student desks, cafeteria tables, restroom sinks, and stall doors). The ATP measurements were conducted in numerous schools across the United States to account for potential geographic or climatic variations.

The details of the research are set forth in "ATP as a Marker for Surface Contamination of Biological Origin in Schools and as a Potential Approach to the Measurement of Cleaning Effectiveness," as published in the June 2013 issue of the *Journal of Occupational and Environmental Hygiene* by Shaughnessy and Cole, et.al. Each school selected its own cleaning method, which was then rigorously monitored for compliance by research personnel. Following cleaning, sampling procedures were conducted on the cleaned surface.

The research indicated that standardized measurement of cleaning effectiveness could be used as a practical approach to improve the cleaning practices and contribute to a healthier school environment.[1]

Specifically, the research has validated ATP (adenosine triphosphate) measurement systems as a "…relatively simple, rapid and affordable measure of the level of biologically sourced contamination on the interior surfaces of schools." Further the research concluded that ATP is an "…excellent candidate marker for the monitoring of biologically derived soiling/cleanliness…"

In addition, the research has produced reasonable range values based on ATP measurements (for three different ATP meters) for each surface type tested in schools, and that these ranges "…may be used in a standardized and routine approach to the monitoring of cleaning effectiveness in school buildings based on detection and quantification of biologically derived soiling."[2]

While ATP does not directly measure the total contamination on a surface, the research has concluded ATP luminescence is presently the best available quantitative measure of hard surface cleaning effectiveness. It is hoped that further research and development will yield additional measurement methods for other contaminants.

2. Scope and Purpose

The Clean Standard applies to institutional and commercial facilities, including office buildings, retail stores, hotels, and other similar facilities. It derives from extensive research in K-12 schools, but has been restructured in part to make it applicable to and easier to use in a wide variety of institutional and commercial facilities. However, the Clean Standard is not intended for use in facilities with special cleaning needs, such as hospitals, food processing plants, food service operations, or senior care facilities and nursing homes.

The Clean Standard is based on the following: (a) a building audit to assess the level of cleanliness at a facility, (b) periodic measurement of cleaning effectiveness using ATP meters, and (c) establishment and implementation of corrective actions in the event the facility is not achieving the desired level of cleaning effectiveness.

These elements are intended to be used in a systematic process to determine the background condition and cleanliness of a facility and also provide for periodic measurement of cleaning effectiveness at the facility. This process makes it possible to assess and improve the effectiveness of cleaning processes and products used at a facility. In this regard, the Clean Standard empowers facilities to select a cleaning process that is the most effective and economical.

This is especially important in light of the growing body of studies and empirical data that indicate effective cleaning has a positive impact on the health and safety of facility occupants. For example, it has been established that the level of cleanliness is a key factor involved in the spread of viral disease in crowded indoor establishments.[3] Furthermore, the exposure and health benefits associated with a reduction of airborne pollutants—achieved through effective cleaning practices—have been demonstrated in a long-term cleaning effectiveness study.[4]

Consistent with such studies and findings, the Clean Standard research suggests a reasonable connection between ATP reduction and healthier indoor environments. Concurrent with ATP testing,

the researchers tested surfaces for culturable bacteria using a different method—RODAC plates. The simultaneous testing demonstrated that a reduction in ATP was accompanied by a consistent reduction in culturable bacteria. The researchers, therefore, were able to reasonably conclude that a reduction in ATP suggests both a cleaner and healthier surface.

While research has established that cleaning plays a critical role in the quality of the indoor environment, it is well-recognized that there are a number of additional factors that also impact indoor environmental quality. Building maintenance practices such as moisture control, ventilation and air flow, and other factors also play a key role.

In addition to health benefits, analysis of existing data supports the position that effective cleaning contributes to the economic bottom line in several ways:[5]

- Occupant wellness: reduced absenteeism
- Occupant wellness: increased productivity
- Asset preservation
- Energy savings
- Reduced transmission of illnesses

3. Defining Current Cleaning Procedures

The implementation of a cleaning effectiveness improvement program involves defining current cleaning procedures and measuring their effectiveness, analyzing the results, considering potential improvements, and then implementing identified improvements. The improvement process is a continuous cycle that requires constant reevaluation. The Clean Standard formalizes this process by inserting the requirement to measure the effectiveness of the cleaning process and ensure an efficient and healthy outcome rather than just a lower initial cost.

Toward that end, the first step in the process is to document the current custodial program for the facility, including an inventory of all materials and equipment used, personnel, and the scope of work for cleaning services (including the specific tasks to be performed and the frequency of service). If outside services are employed as part of the regular maintenance program (window washing, service to HVAC equipment, etc.) such services should be included as part of the master schedule for the facility.

4. Protocol for Measuring and Monitoring Cleaning Effectiveness

This section sets forth a protocol for measuring and monitoring cleaning performance in institutional and commercial facilities. A standardized protocol of this nature is critical in assessing the effectiveness of a facility's cleaning program, geared toward providing a clean healthy indoor environment for the benefit of all who occupy that facility, including employees and visitors.

Information collected through this process is critical in improving cleaning effectiveness as well as ensuring that a desired level of cleanliness is maintained.

4.1. Written Plan

A facility shall develop and implement a comprehensive written plan describing the process to be used to measure and monitor the effectiveness of the cleaning processes used by the facility. The written plan shall include, at a minimum, the elements contained in this section.

4.2. Building Audit

A building audit shall be conducted to establish baseline conditions and otherwise assess the level of cleanliness of a facility. This audit involves a walk-through inspection of the facility and seeks to simply answer the question: "Does the facility look and smell clean?"

Two sample building audit forms are provided in the appendices. Appendix A (Long Form) is a comprehensive format covering cleaning and maintenance activities common to most institutional and commercial facilities. Appendix B (Short Form) is a more concise format covering cleaning activities only. These sample building audit forms should be adapted to meet the particular needs of a facility.

The building audit should be conducted:

- Initially upon implementation of the Clean Standard to establish baseline conditions;
- Four times per year (once per quarter) to be scheduled at the convenience of staff and performed consistently each year; and
- Whenever there is a significant change in conditions or procedure (e.g., new cleaning program, significant construction activity, etc.)

A completed building audit provides a record of the conditions of specific locations within the facility as well as an overall assessment of the facility's condition.

Audit records should be maintained for 3 years along with a summary of findings and suggested changes. This summary consolidates the findings of the audit into a concise dated document for implementation and follow-up.

4.3. High Touch Points

A facility shall identify "high touch points" (HTPs) within the facility that shall include, but not be

limited to: (a) desks and similar surfaces such as work tables, (b) cafeteria or breakroom tables, (c) restroom stalls and stall doors, and (d) sink fixtures and sink surroundings, especially in restrooms.

Facilities may wish to include other high touch points based on experience or unique circumstances, etc., such as floors, drinking fountains, doorknobs or handles, doors, countertops, and handrails.

4.4. Limits for Each High Touch Point Based on ATP-RLU

Once the high touch points have been identified, facilities shall establish the desired level of "cleaning effectiveness" or "limits" for each HTP based on the ATP-RLU set forth in Section 5. It is recommended that facilities establish the limits at the levels associated with "Effective Cleaning" for the ATP meter being used.

4.5. ATP Testing Protocol for High Touch Points

Facilities shall establish an ATP testing protocol based on their particular needs. Such protocol should address at a minimum: when and at what frequency ATP testing will occur, as well as the appropriate procedures to be followed. The protocol described below is recommended as a starting point and should be modified to meet specific needs. For example, if ATP measurement suggests a facility's cleaning process is "Ineffective," the facility may wish to increase the frequency of testing as well as consider corrective actions.

a) Frequency. ATP testing should be conducted:

i. Upon implementation of the Clean Standard, before and after cleaning. (Note: Conducting ATP testing before cleaning is optional but recommended if a facility wishes to establish a baseline so that it can measure improvement after cleaning. If ATP testing is conducted before cleaning, it should be conducted in conjunction with the building audit referenced in Section 4.2.);

ii. Four times a year after cleaning has been performed (i.e., once a quarter). (Note: The frequency of ATP testing adopted by a facility should depend on the facility's conditions, i.e., facilities that are unkempt or dirty should test more frequently [i.e. once every two months] while facilities that consistently meet their desired level of cleanliness may wish to conduct ATP testing twice a year); and

iii. After a change in cleaning methods, processes, products, or frequencies; or following the selection of a new cleaning service provider, etc.

b) Procedures. In conducting ATP testing, the following procedures should be followed:

i. Manufacturer's Instructions. Unless otherwise indicated below, follow the manufacturer's instructions regarding storage and how to conduct ATP testing for the particular ATP meter.

ii. Sampling. At least 10% of the high touch points referenced in Section 4.3 should be sampled. For example, if an office building has 400 desks, at least 40 desks should be

tested with the ATP meter. There should be at least ten (10) sample points for each test surface or area being evaluated. The average value of all samples for a high touch point should be calculated and used for determining whether the desired cleaning level has been met.

The selection of the actual high touch points that will be tested should be done randomly and in a manner that ensures the selected areas are located throughout the facility. For example, in the office building example above, test 10% of the desks on each floor of the facility.

iii. Sampling Template. Create a template to control the area to be tested with the ATP swabs. The template can be made from cardboard or poster board by cutting out a square 2x2 inches (5x5 cm) in dimension, and placing the cardboard/poster board from which the square has been cut over the surface to be swabbed (the template will resemble a picture frame with the surface to be tested in the middle). Make sure the remaining cardboard/ poster board is used and not the square that has been cut out. The template must be free of contamination that might affect the results.

ATP manufacturer instructions may recommend other template sizes for use with their systems, intended to apply to large surfaces in other facilities (i.e., food processing plants). A 2x2 inch (5x5 cm) template is recommended for the variety of surfaces in commercial and institutional facilities covered by the Clean Standard.

For small, irregular surfaces where the standard 2x2 inch (5x5 cm) template does not fit (e.g., door knobs, light switches, faucets), establish an area on the surface as close to 4 sq. in. (25 sq. cm.) as possible and use that area consistently for all other similar size sample points.

iv. Sampling Process. The surface shall be tested using the ATP swabs that are intended to be used with the particular ATP meter that has been chosen. To perform the testing, the ATP swabs should be rubbed over the surface that is inside the template, first left to right, then top to bottom.

v. Recordkeeping. Comprehensive and accurate records and reports of all testing results shall be kept. All records and reports shall be maintained for three years, along with a summary of findings and suggested changes. Recordkeeping shall be consistent with the facility's written plan for the maintenance of test results and building audit reports, as required in section 4.8.

4.6. ATP Measurement Evaluation

After ATP testing has been completed, the facility shall conduct an evaluation of the effectiveness of its cleaning processes by comparing actual ATP measurements with the ATP-RLU range values listed in Section 5.

In the event that a facility's cleaning effectiveness is consistently measured as "Ineffective Cleaning" or falls within the "Needs Improvement" category, the facility shall implement the appropriate

corrective actions. Alternatively, if the facility's cleaning effectiveness is consistently measured as "Effective Cleaning," no corrective action is needed. Surfaces that fall within "Ineffective Cleaning" should be re-cleaned and re-tested.

4.7. Establishment and Implementation of Corrective Actions

If the actual ATP values consistently fall within the "Ineffective Cleaning" or "Needs Improvement" categories, a facility shall consider corrective action. The first step in determining appropriate corrective action shall be to identify the cause of the undesired result, which shall at a minimum include a reevaluation of the cleaning processes, frequencies, products, and tools. Common causes include: inadequate cleaning frequencies, incomplete cleaning (i.e., not cleaning the entire surface), skipped cleaning, lack of training, and inappropriate products or processes.

Following determination of cause, corrective action shall be taken. The specific corrective action should be based upon a candid dialogue between the cleaning or inspection expert conducting the Clean Standard evaluation, and the facility's supervisory personnel, facility manager, and/or building engineer. In general corrective action may include:

- Modification of cleaning process, products, and/or tools and ensuring compliance with cleaning best practices as outlined in ISSA's "Principles of Cleaning," and "Facility Cleaning and Disinfecting Checklist;"
- Ensured adherence to custodial management best practices as defined in the ISSA Cleaning Industry Management Standard (CIMS);
- Comprehensive employee training;
- Change in cleaning times and/or frequencies; or
- Implementation of a hand hygiene program consistent with the guidelines and recommendations of the Centers for Disease Control (CDC) on handwashing.

4.8. Recordkeeping Procedures

A facility shall have a written plan for recordkeeping and the maintenance of all documents, test results and audit/survey reports. Records that should be covered by the plan include all documents relating to cleaning and testing protocols, procedures, and evaluations.

4.9. Ongoing Analyses and Procedures to Ensure Maintenance and/or Continuous Improvement

A facility shall have a written policy for ongoing analysis of all measurements and testing results. Such policy shall include a commitment to continuous improvement.

4.10. Technical Training Requirements

Individuals who will perform testing, measurements, monitoring, and evaluation activities shall be trained to effectively perform such activities. The training should cover the technical skills needed to ensure proper testing procedures, consistent results, and to eliminate or reduce tester bias. At a minimum, the training shall address the information necessary to implement Section 4: Protocol for Measuring and Monitoring Cleaning Effectiveness.

5. Quantitative Measurement of Cleaning Effectiveness

5.1. Understanding the ATP-RLU Table

The effectiveness of the cleaning processes and products used at a facility may be determined by comparing actual ATP measurements with the table set forth in this section. The table below sets forth ATP-RLU limits or ranges for specific ATP metering systems. The limits, ranges, and verbal descriptions reflect the results that can be reasonably attained using cleaning methods readily available today.

The limits and ranges are, therefore, based on what can reasonably be expected to be achieved as demonstrated by the research on which the Clean Standard is based. Specifically, for the Charm Sciences NOVALUM and the 3M Uni-Lite NG devices, "Effective Cleaning" represents the top 50% of the thousands of ATP measurements, "Needs Improvement" represents values that fall in the 50th to 75th percentile of all research results, and "Ineffective Cleaning" limits are those that fall in the bottom 25% of the results from the research.

In regard to the Hygiena SystemSure Plus device, "Effective Cleaning" is achieved when the ATP measurements are lower than the 75th percentile, and "Ineffective Cleaning" results when measurements exceed the 90th percentile, with "Needs Improvement" representing the range between the two. The Hygiena system was treated differently for these purposes because of: 1) observed variance associated with the use of this system during the original research (although it was still within acceptable ranges for reliability) and 2) field testing that revealed the ranges currently set forth in the table below were reasonable and achievable.

5.2. Using the ATP-RLU Table

The table below sets forth ranges for each of the levels of "cleaning effectiveness" for hard, non-porous surfaces commonly found within commercial and institutional facilities. These include desks or worktables, restroom stall doors, cafeteria or breakroom tables, and sink surrounds in restrooms. Separate ranges are provided for three ATP metering systems—Charm Sciences NOVALUM, 3M Uni-Lite NG, and Hygiena SystemSure PLUS.

It is recommended that facilities strive to provide "Effective Cleaning" for the HTP surfaces, based on ATP measurements for the metering system being used.

i. ATP Metering System. It is imperative to use the values that match the specific ATP Metering system that is being used to take the measurements. DO NOT use the ATP/RLU values for a different ATP system as their scales vary widely.

ii. Porous Surfaces. ATP meter systems should not be used on porous, soft, or otherwise distinctly different surfaces or material types. Surfaces such as carpeted floors/walls, and grout cannot be measured using ATP meters.

5.3. ATP-RLU Limits: Three ATP Metering Systems

ATP Metering System	**Post-Cleaning Effectiveness** (ATP Luminescence Level, in RLU)		
	Effective Cleaning	Needs Improvement	Ineffective Cleaning
Charm Sciences (NOVALUM)	11899 or below	11900 to 32000	32001 or above
3M (Uni-Lite NG)	229 or below	230 to 420	421 or above
Hygiena SystemSure Plus	35 or below	36 to 70	71 or above

6. ATP Technology Limitations

While ATP meters have been validated as the preferred quantitative method of measuring biologically derived soiling/cleanliness, their use does have certain limitations that are discussed below. For example, in defining a cleaning process as effective, the Clean Standard does not suggest that a surface is absolutely free of contamination or otherwise presents a completely "healthy" surface.

6.1. Non-Biological Soiling

ATP monitoring is not appropriate for the determination of the presence or reduction of specific non-biological pollutants that may be recognized as health hazards such as lead, asbestos, and other such chemical contaminants.

6.2. Infectious Agents

ATP meters are not capable of identifying specific pathogens or infectious agents, and cannot directly detect viruses.

6.3. Biologically Augmented Cleaning Products

The use of ATP meters is incompatible with the use of biologically augmented cleaning products (BACP). BACP is a cleaning product that is augmented with non-pathogenic bacteria. These products provide a residual level of cleaning that is both safe and effective. The use of an ATP meter on a surface cleaned with a BACP will yield a high ATP/RLU reading indicating the surface is "dirty" when in fact it may be clean.

7. Alternative Methodologies

While the Clean Standard is based on the use of ATP measurement, there are a number of alternative methods that are capable of objectively validating the effectiveness of a facility's cleaning processes. These methods include direct practice observation, the use of fluorescent markers, and others. Such methods may be used in addition to or in lieu of ATP measurement, and are referenced in Options for Evaluating Environmental Cleaning, Centers for Disease Control (CDC), 2010, Appendix B, Objective Methods for Evaluating Environmental Hygiene. However, the use of these methods alone will not be construed as meeting the requirements of the Clean Standard.

References and Related Documents

Richard J. Shaughnessy, Eugene C. Cole, Demetrios Moschandreas, and Ulla Haverinen-Shaughnessy, (2013); "ATP as a Marker for Surface Contamination of Biological Origin in Schools and as a Potential Approach to the Measurement of Cleaning Effectiveness"; *Journal of Occupational and Environmental Hygiene*, 10:6, 336-346, June 2013.

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1. **Richard J. Shaughnessy, Eugene C. Cole, Demetrios Moschandreas, and Ulla Haverinen-Shaughnessy, (2013):** "ATP as a Marker for Surface Contamination of Biological Origin in Schools and as a Potential Approach to the Measurement of Cleaning Effectiveness." *Journal of Occupational and Environmental Hygiene* 10:6, 336-346 (2013).
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ISSA Standard for Measuring the Effectiveness of Cleaning in Institutional and Commercial Facilities

Appendix A: Building Audit Long Form

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

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Appendix A: Building Audit - Long Form

Building Name & Location: _____

Investigators: *Primary:* _____

Others Involved: _____

Date: _____

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

Number of Areas Needing Immediate Attention

A: Roof/Exterior/Neighbors #: _____ Follow-up dates/initials: _____ /_____	**G: Restrooms** #: _____ Follow-up dates/initials: _____ /_____	**M: Maintenance Prog SOPs** #: _____ Follow-up dates/initials: _____ /_____	**O5: Other 5** #: _____ Follow-up dates/initials: _____ /_____
B: Basements/Crawl Space #: _____ Follow-up dates/initials: _____ /_____	**H: Meeting Rooms** #: _____ Follow-up dates/initials: _____ /_____	**N: Hallways/Commons** #: _____ Follow-up dates/initials: _____ /_____	**O6: Other 6** #: _____ Follow-up dates/initials: _____ /_____
C: Garage/Docks/Shops #: _____ Follow-up dates/initials: _____ /_____	**I: Locker Rooms/Showers** #: _____ Follow-up dates/initials: _____ /_____	**O1: Other 1** #: _____ Follow-up dates/initials: _____ /_____	**O7: Other 7** #: _____ Follow-up dates/initials: _____ /_____
D: Entrances/Lobbies #: _____ Follow-up dates/initials: _____ /_____	**J: Food Prep/Dining** #: _____ Follow-up dates/initials: _____ /_____	**O2: Other 2** #: _____ Follow-up dates/initials: _____ /_____	
E: Stairwells/Elevators #: _____ Follow-up dates/initials: _____ /_____	**K: Custodial/Storage** #: _____ Follow-up dates/initials: _____ /_____	**O3: Other 3** #: _____ Follow-up dates/initials: _____ /_____	
F: Offices #: _____ Follow-up dates/initials: _____ /_____	**L: Mechanical Rooms** #: _____ Follow-up dates/initials: _____ /_____	**O4: Other 4** #: _____ Follow-up dates/initials: _____ /_____	
TOTAL NUMBER OF AREAS NEEDING IMMEDIATE ATTENTION:			

Other Notes: _____

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

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section A: Roof/Exterior/Neighbors

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Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____
Construction, renovation or other structural changes affecting cleaning					
Neighboring building activities or conditions affecting cleaning					
Fresh air intakes clear of obstructions and away from hazards					
No standing water on roofs, parking lots or grounds					
Roof in good condition (vents, roof material, drains, etc.)					
Exterior walls in good condition (paint, mortar, etc.)					
No vehicular traffic issues					
Windows in good condition (clear, sealed, operational, free of damage)					
Grounds free of litter and debris					
Outdoor areas around main entrances free of excessive soil to minimize tracking					

Notes on Area: _____

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Notes on Area: _____

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Notes on Area: _____

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Notes on Area: _____

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Notes on Area: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section B: Basements and Crawl Spaces

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Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____
No evidence of moisture or standing water					
No evidence of mold, mildew or other biocontamination					
Drains and sumps free of obstructions and odors					
No evidence of high levels of dust or debris					
No evidence of insects, rodents or other pests					
No evidence of dirty or ineffective air filters, pumps, back draft dampers or fans					
No noticeable odors					
No evidence of cracks in flooring or foundation					

Notes on Area: _____

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Notes on Area: _____

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Notes on Area: _____

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Notes on Area: _____

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Notes on Area: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section C: Garage/Loading Docks/Shop Areas

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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					
No evidence of excessive dust, trash and debris					
Materials (e.g. paints, chemicals, fuels) are organized in area with adequate ventilation (e.g. direct exhaust)					
Floors are dry and free of visible debris or soil, with floor matting systems in working order					
Vehicular exhaust is NOT impacting fresh air intakes					
Dumpster areas are dry, free of visible debris and soil					
Dumpsters covered, dry and free of visible debris and soil					
No evidence of insects, rodents or other pests					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Ceilings are dry, in good condition and free of visible soil, dust or stains					

Notes on Area: _____

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Notes on Area: _____

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Notes on Area: _____

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Notes on Area: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section D: Entrances and Lobbies

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Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Entrance # _____	Entrance # _____	Entrance # _____	Entrance # _____	Entrance # _____
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					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Glass doors, decorative surfaces, ledges, trim, mirrors and bright work are in good condition and free of visible soil and residue					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					

Notes on Entrance: _____

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Notes on Entrance: _____

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Notes on Entrance: _____

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Notes on Entrance: _____

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Notes on Area: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section E: Stairwells and Elevators

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Stair/ Elevator Location # _____	Stair/ Elevator Location # _____	Stair/ Elevator Location # _____	Stair/ Elevator Location # _____	Stair/ Elevator Location # _____
Floors, ceilings, walls, lights and elevator tracks 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, walls, lights and elevator tracks 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, walls, lights and elevator tracks 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: _____

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Notes on Stairwell/Elevator: _____

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Notes on Stairwell/Elevator: _____

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Notes on Stairwell/Elevator: _____

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Notes on Area: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

***Section F: Offices** (Including Lounge, Mail and Copy Rooms)*

Advancing Clean.
Driving Innovation.

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					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Partitions (especially if fabric covered) are free of visible dust and stains					
Ceilings 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					
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					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Number of desks / tables / cabinets					

Notes on Office Name/# : _____

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Notes on Office Name/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section G: Restrooms

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3*	RR Loc # M W	RR Loc # M W	RR Loc # M W	RR Loc # M W	RR Loc # 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					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
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 are dry, in good condition and free of visible soil, dust or stains					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					
Number of stalls					
Number of urinals					
Number of stalls					

Notes on Restroom: _____

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Notes on Restroom: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section H: Meeting Rooms

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Room # _____	Room # _____	Room # _____	Room # _____	Room # _____
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Desks, chairs and tables are dry, in good conditions and free of visible soil, residue and markings					
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 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					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
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					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Number of desks (or seats):					
Number of tables/counters:					

Make notes for each Meeting Room on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section I: Locker Rooms and Showers

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3*	Lck/Shw # M W	Lck/Shw # M W	Lck/Shw # M W	Lck/Shw # M W	Lck/Shw # M W
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Benches are dry and free of visible soil and residue					
Floor drains free of obstructions and odors					
Soap dispensers are filled, working properly and free of any visible soil or residue					
No evidence of mold, mildew or other biocontamination					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
No noticeable odors					
Shower heads, faucets and handles are 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					
Ceilings are dry, in good condition and free of visible soil, dust or stains					

Notes on Locker/Shower: _____

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Notes on Locker/Shower: _____

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Notes on Locker/Shower: _____

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Notes on Locker/Shower: _____

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Notes on Locker/Shower: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section J: Food Preparation and Dining Areas

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____
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 are dry, in good condition and free of visible soil, dust or stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Grease traps are clean and free of obstructions and odor					
Grease trap chemical dispensers are working properly					
Number of cafeteria tables:					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					

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

ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section K: Custodial Closets & Storage

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Closet/ Room Name/ # _____	Closet/ Room Name/ # _____	Closet/ Room Name/ # _____	Closet/ Room Name/ # _____	Closet/ Room Name/ # _____
Area is neatly organized and free of visible debris and soil					
Stored equipment is empty, free of visible soil and residue and, if charging, vented properly					
Equipment cords, extensions and battery chargers in good repair					
SDS sheets and DOT Hazard placards are up-to-date and posted					
Eye-wash stations accessible, in working order and with current refills					
Mops and cloths in good condition and hung to dry					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Drains and sinks free of visible soil, obstructions and odors					
Exhaust fans/vents are working properly and free of visible soil and obstructions					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Waste receptacles in good condition, empty and free of any visible soil					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Chemicals clearly labeled and safely stored.					
Chemical dilution control system in place and in good working order					

Notes on Closet/Room/# : _____

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Notes on Closet/Room/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section L: Mechanical Rooms and Attics

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Room/ Area Name/ # _____	Room/ Area Name/ # _____	Room/ Area Name/ # _____	Room/ Area Name/ # _____	Room/ Area Name/ # _____
Waste receptacles in good condition, empty and free of any visible soil					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
No evidence of birds, rodents, insects, mold, mildew or other biocontamination					
Screens and barriers are in place to prevent pest entry					
Outdoor air intakes are clean and away from sources of contamination (vehicle exhaust, smoke stacks, etc.)					
Air handlers, filters and related equipment are free of dust and obstructions					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					

Notes on Room/Area/# : _____

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Notes on Room/Area/# : _____

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Notes on Room/Area/# : _____

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Notes on Room/Area/# : _____

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Notes on Room/Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section M: Maintenance Programs and SOPs

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3*	In Place?
Survey Item	
Integrated Pest Management program in place	
HVAC, elevator, and other systems inspection and maintenance records present and up-to-date	
Cleaning procedures and SOPs in place	
Hand hygiene program in place	
Infection control program in place	
Pandemic/outbreak plan in place	
Recycling and waste reduction plan in place	
SDS sheets and DOT Hazard placards are up-to-date and posted	
Custodial staff training program in place	

Notes on Programs/SOPs: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section N: Hallways and Commons

(including drinking fountains and lockers)

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Hall/ Com Name/ # _____	Hall/ Com Name/ # _____	Hall/ Com Name/ # _____	Hall/ Com Name/ # _____	Hall/ Com Name/ # _____
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Drinking fountains clean and in good working condition					
Lockers clean and in good working condition					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs 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					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Exit signs free of dust, visible and operational					

Notes on Hallway/Commons Name/# : _____

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Notes on Hallway/Commons Name/# : _____

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Notes on Hallway/Commons Name/# : _____

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Notes on Hallway/Commons Name/# : _____

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Notes on Hallway/Commons Name/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section O1: Other Area 1: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section O2: Other Area 2: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section O3: Other Area 3: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section 04: Other Area 4: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section O5: Other Area 5: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section O6: Other Area 6: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section O7: Other Area 7: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Advancing Clean.
Driving Innovation.

ISSA Standard for Measuring the Effectiveness of Cleaning in Institutional and Commercial Facilities

Appendix B: Building Audit Short Form

issa.com/cleanstandard

ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Advancing Clean.
Driving Innovation.

Appendix B: Building Audit - Short Form

Building Name & Location: _____

Investigators: *Primary:* _____

Others Involved: _____

Date: _____

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

Number of Occupants: _____ Visitors: _____

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: Meeting Rooms** #: _____ Follow-up dates/initials: _____ /_____
E: Restrooms #: _____ Follow-up dates/initials: _____ /_____	**F: Food Prep/Dining** #: _____ Follow-up dates/initials: _____ /_____	**G1: Other 1** #: _____ Follow-up dates/initials: _____ /_____	**G2: Other 2** #: _____ Follow-up dates/initials: _____ /_____
G3: Other 3 #: _____ Follow-up dates/initials: _____ /_____	**G4: Other 4** #: _____ Follow-up dates/initials: _____ /_____	**G5: Other 5** #: _____ Follow-up dates/initials: _____ /_____	**G6: Other 6** #: _____ Follow-up dates/initials: _____ /_____
G7: Other 7 #: _____ Follow-up dates/initials: _____ /_____			
TOTAL NUMBER OF AREAS NEEDING IMMEDIATE ATTENTION:			

Other Notes: _____

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

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section A: Entrances, Lobbies, Halls and Commons

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Entrance # _____	Entrance # _____	Entrance # _____	Entrance # _____	Entrance # _____
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					
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: _____

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Notes on Entrance: _____

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Notes on Entrance: _____

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Notes on Entrance: _____

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Notes on Area: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section B: Stairwells

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Stair/ Elevator Location # _____	Stair/ Elevator Location # _____	Stair/ Elevator Location # _____	Stair/ Elevator Location # _____	Stair/ Elevator Location # _____
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: _____

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Notes on Stairwell/Elevator: _____

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Notes on Stairwell/Elevator: _____

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Notes on Stairwell/Elevator: _____

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Notes on Area: _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

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

Advancing Clean.
Driving Innovation.

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					
Number of desks / tables / cabinets					

Notes on Office Name/# : _____

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Notes on Office Name/# : _____

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Notes on Office Name/# : _____

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Notes on Office Name/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section D: Meeting Rooms

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Room # _____	Room # _____	Room # _____	Room # _____	Room # _____
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Desks, chairs and tables are dry, in good conditions and free of visible soil, residue and markings					
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					
Food (if present) is in designated containers in storage areas					
Number of desks (or seats):					
Number of tables/counters:					

Notes on Meeting Room: _____

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Notes on Meeting Room: _____

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Notes on Meeting Room: _____

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Make notes for each Meeting Room on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section E: Restrooms (Including locker rooms, showers)

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	RR Loc # M W	RR Loc # M W	RR Loc # M W	RR Loc # M W	RR Loc # M W
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					
Number of stalls					
Number of urinals					
Number of stalls					

Notes on Restroom: _____

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Notes on Restroom: _____

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Notes on Restroom: _____

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

ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section F: Food Preparation and Dining Areas

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

Okay = 1 *Needs Some Attention = 2* *Needs Immediate Attention = 3* **Survey Item**	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____
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: _____

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Notes on Food Prep/Dining Area: _____

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Notes on Food Prep/Dining Area: _____

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Notes on Food Prep/Dining Area: _____

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

ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section G1: Other Area 1: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section G2: Other Area 2: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section G3: Other Area 3: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section G4: Other Area 4: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section G5: Other Area 5: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section G6: Other Area 6: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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ISSA CLEAN STANDARD: MEASURING THE EFFECTIVENESS OF CLEANING

Section G7: Other Area 7: _____

Advancing Clean.
Driving Innovation.

Building: _____

Date: _____ Page _____of_____ Pages

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

Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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Notes on Area/# : _____

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