

Health-Focused Cleaning Checklist for Site Inspection – Part One – *Keeping harmful things out*

1. Outdoor Environment

The outdoor environment can add to pollution indoors. Look for sources of outdoor pollutants that may get inside.

Examples

- Weather: rain, snow, wind.
- Farms: pesticides, agricultural dust and fungal spores.
- Gravel, sand and clay.
- Pollen.
- Shrubbery, trees, organic matter.
- Birds, rodents, insects and feces.
- Garbage bins.
- Industrial plants.
- Stagnant water.
- Poor street drainage.
- Roads and parking lots.

2. Building Exterior

Look for entry points in the building exterior.

Examples

- Door or window leaks.
- Foundation cracks.
- Building drainage and run-off.
- Air intakes/filters and exhausts.
- Smokestacks near air intakes.
- Walkways and paths near oily or dusty surfaces.
- Too-small entry mats.

3. Entry and Lobby

Ensure proper barriers, preventative measures and maintenance.

Examples

- Entry mats: bi-level and carpet mats in succession enable several footfalls to remove greatest soil and moisture.
- Waste bins. Schedule emptying (before full) and cleaning.
- Carpets: Vacuum often and apply the 80/20 rule to clean carpet in high-traffic then low-traffic areas. For deep cleaning, use hot water extraction if possible.
- Hard or resilient floors: Vacuum often and apply 80/20 rule to clean floors in high-traffic then low-traffic areas. Use removal methods (e.g., dispense-and-vac) rather than soil-spreading tools (e.g., manual mops and buckets). Polish using non-chemical fine abrasives on hard floors.
- Glass and bright work: Microfiber cloths and water are effective.