

Monthly Building Evaluation

Building	Floor/Zone/Wing	Date
Rater Signature		Time

APPA STANDARDS 1 – Spotless, 2 – Tidy, 3 – Casual, 4 – Dingy, 5 – Neglected

1	2	3	4	5	OFFICES AND CUBICLES	NOTES
					FLOORS, CORNERS, BASEBOARDS, UNDER FURNITURE CLEAN	
					WASTE RECEPTACLES EMPTIED, CLEAN, CORRECT LINERS	
					DESKS, COMMON SURFACES CLEAN AND DISINFECTED	
					WALL AND DOOR AREAS CLEAN	
					GLASS, WINDOWS CLEAN	
					WHITEBOARD AND TRAYS CLEAN	
					APPROPRIATE SURFACES DUSTED	
					DISPENSERS CLEAN AND FILLED TO APPROPRIATE LEVELS	
					WATER FOUNTAINS CLEAN	
					FURNITURE CLEAN, POLISHED	
					CUBICLE DIVIDERS CLEAN AND DUSTED	
					SHARED EQUIPMENT CLEANED, DISINFECTED	



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**HEALTHIER BUILDINGS,
HAPPIER OCCUPANTS**

1	2	3	4	5	HALLS, STAIRS AND COMMON AREAS	NOTES
					FLOORS, CORNERS, BASEBOARDS, UNDER FURNITURE CLEAN	
					ENTRANCE MATS AND SURROUNDING AREAS CLEAN	
					SANITIZING STATIONS FULL, FUNCTIONING, IF APPLICABLE	
					GLASS DOORS, INTERIOR WINDOWS AND CABINETS CLEAN	
					APPROPRIATE SURFACES DUSTED	
					WASTE RECEPTACLES EMPTIED, CLEAN, CORRECT LINERS	
1	2	3	4	5	RESTROOMS, LOCKERS AND SHOWERS	NOTES
					FLOORS CLEAN AND DISINFECTED	
					MIRRORS AND GLASS CLEAN	
					SINKS, TOILETS, AND URINALS CLEAN, INCLUDING UNDERSIDES	
					CHROME SURFACES, PLUMBING CLEAN AND LIME REMOVED	
					DISPENSERS CLEAN AND FILLED AT APPROPRIATE LEVELS	
					AUTOMATIC DEVICES FUNCTIONING AND STOCKED	
					WALLS AND PARTITIONS CLEAN, MARKS REMOVED	
					WASTE/HYGIENE RECEPTACLES EMPTIED, CLEAN, CORRECT LINERS	
					FEMININE HYGIENE DISPENSERS FILLED, OPERATING	

1	2	3	4	5	RESTROOMS, LOCKERS, SHOWERS, <small>CONTINUED</small>	NOTES
					RESIDENT ODORS CONTROLLED, TRANSIENT ODORS TREATED	
					DRAIN TRAPS WATER-FILLED AND TREATED BY PLAN	
					TOWELS AND UNIFORMS REMOVED TO LAUNDRY	
1	2	3	4	5	MULTI-PURPOSE AND BREAK AREAS	NOTES
					FLOORS CLEAN, INCLUDING UNDER TABLES	
					FURNITURE CLEAN, ORGANIZED, DISINFECTED	
					COUNTERS AND FOODSERVICE AREAS CLEAN, DISINFECTED	
					WASTE RECEPTACLES EMPTIED AND CLEAN, CORRECT LINERS	
					DOORS, WALLS AND GLASS CLEAN	
1	2	3	4	5	FACILITY EXTERIOR	NOTES
					BUILDING APPROACHES FREE OF DEBRIS, SLIP & TRIP HAZARDS	
					OUTDOOR MATTING CLEAN	
					TRASH REMOVED FROM GROUNDS	
					BUILDING SECURITY ISSUES RESOLVED TO PLAN	
					LANDSCAPING CARE HANDLED TO PLAN	

1	2	3	4	5	MISCELLANEOUS	NOTES
					STORAGE ROOMS FREE OF FIRE HAZARDS	
					CHEMISTRY STORED SAFELY, AWAY FROM IGNITION SOURCES	
					HAZARDOUS MATERIALS STORED, CONTAINED CORRECTLY	
					SUPPLIES ORGANIZED AND PROTECTED	
					AUTOMATED MACHINES MAINTAINED/STORED CORRECTLY	
					TRIP HAZARDS MARKED CORRECTLY OR ELIMINATED	
					LEAKS AND OTHER BUILDING ISSUES REPORTED IN WRITING	
					FIRE REGULATIONS ACCOMMODATED CORRECTLY	
					MSDS SHEETS READILY AVAILABLE, CURRENT, COMPLETE	

ADDITIONAL COMMENTS:

Review Date	Review copy accepted by



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