

HOW TO CONDUCT A FACILITY RISK ASSESSMENT



Cleaning Coalition
of America

No two facilities are alike – and no two approaches to building wellness can be either. Facility assessments provide a holistic overview of a space – helping facility managers understand any potential vulnerabilities and the correct level of cleaning and indoor air quality intervention needed.



ADMINISTER A FACILITY CHECK-UP

A proper facility risk assessment starts with a check-up of your entire facility, including janitorial, HVAC and mechanical, engineering, lighting, power and electrical, parking, and landscaping. During this phase, facility managers should evaluate both the physical space and existing cleaning processes and systems. Key considerations for each include, but are not limited to:

Space Evaluation

- What is the primary use of the facility (i.e., office, manufacturing, retail, medical, etc.)?
- What is the average occupancy load and traffic?
- What are the space verticals and cleaning zones of the facility?
- How many inanimate surfaces require cleaning/disinfection in the facility (i.e., doorknobs, desks, or washrooms)?
- What is the total energy consumed in the facility?
- How many hand-sanitizing and disinfecting wipe stations are in the facility?

Clean Practices Evaluation

- What are the facility's current cleaning staff levels and schedule for cleaning?
- What is the facility's recycling and waste management process?
- What products and technologies are used for cleaning, sanitizing, and disinfecting the facility?
- Does the facility use smart restroom monitoring/IOT to manage their product levels to eliminate run out?
- Is the facility's HVAC (heating, ventilation, and air conditioning) system in healthy operating condition and is it equipped with MERV filters?
- Does the facility have highly efficient particle filtration (HEPA) units?



IDENTIFY HIGH-TOUCH POINTS

Facility managers should develop a recurring cleaning and disinfection plan for the high-touch surfaces identified.

Sample High-Touch Point Checklist

(Note: The below checklist is designed to serve as a sample guide.)

Area	Item		Area	Item		Area	Item	
Reception	Entrance Door Touch Points	<input type="checkbox"/>	Offices, Cubicles, and Hoteling Stations	Desktops/Countertops	<input type="checkbox"/>	Wellness Room	Door Hardware	<input type="checkbox"/>
	Elevator Buttons/Doors	<input type="checkbox"/>		Phones	<input type="checkbox"/>		Counters	<input type="checkbox"/>
	Desk/Tables	<input type="checkbox"/>		Keyboards/Mouse	<input type="checkbox"/>		Outside of Dispensers	<input type="checkbox"/>
	Door Hardware/Switches	<input type="checkbox"/>		Chairs/Hard Surfaces	<input type="checkbox"/>		Hard Surface Seating	<input type="checkbox"/>
	Hard Surface Seating	<input type="checkbox"/>		Trash Receptacles	<input type="checkbox"/>	Fitness Center	Reception Desk	<input type="checkbox"/>
Internal Corridors	Door Hardware/Switches	<input type="checkbox"/>	Lavatories	Door Hardware	<input type="checkbox"/>		Door Hardware/Switches	<input type="checkbox"/>
	Filtered Water Stations	<input type="checkbox"/>		Partitions and Touch Points	<input type="checkbox"/>		Locker Areas	<input type="checkbox"/>
	Disinfecting Wipe Dispensers	<input type="checkbox"/>		Counters	<input type="checkbox"/>		Fitness Center Lavatories	<input type="checkbox"/>
	Door Touch Points	<input type="checkbox"/>		Toilet/Urinal/Sink Hardware	<input type="checkbox"/>		Counters	<input type="checkbox"/>
Conference Rooms and Phone Rooms	Door Hardware/Switches	<input type="checkbox"/>		Outside of Dispensers	<input type="checkbox"/>		Fitness Equipment	<input type="checkbox"/>
	Phone/Teleconference Units	<input type="checkbox"/>	Trash Receptacles	<input type="checkbox"/>	Pool	<input type="checkbox"/>		
	Whiteboard Markers	<input type="checkbox"/>	Breakrooms and Pantries	Door Hardware/Switches	<input type="checkbox"/>	Trash Receptacles	<input type="checkbox"/>	
	Tables/Countertops	<input type="checkbox"/>		Counters	<input type="checkbox"/>	Cafeteria	Serving Area	<input type="checkbox"/>
	Hard Surface Seating	<input type="checkbox"/>		Appliance Exteriors	<input type="checkbox"/>		Tables/Chairs	<input type="checkbox"/>
Trash Receptacles	<input type="checkbox"/>	Tables/Chairs		<input type="checkbox"/>	Tray In-Out Area		<input type="checkbox"/>	
Other Centralized Stations	Copy/Printing Area	<input type="checkbox"/>		Outside of Dispensers	<input type="checkbox"/>		Trash Recycling Stations	<input type="checkbox"/>
	Centralized Trash/Recycling	<input type="checkbox"/>	Trash/Recycling Station	<input type="checkbox"/>	Other	<input type="checkbox"/>		



CONSIDER INDOOR AIR QUALITY

To supplement the cleaning process, facility managers should also consider improvements to indoor air quality (IAQ). After all, airborne pathogens can collect on surfaces – and vice versa. There are three widely accepted methods of managing IAQ: ventilation or dilution to reduce the concentration of airborne contaminants inside; air cleaning and disinfection to remove or destroy these contaminants; and source control through filtration to prevent contaminants from getting into the facility. In combination, these approaches help mitigate or minimize the factors that can impact IAQ.



RE-EVALUATE AND TEST

A facility risk assessment should be conducted monthly to account for any new or unforeseen risks and ensure that the environment is meeting a high-level of health and safety. In addition, evidence-based testing should be regularly conducted to quantify the cleanliness of surfaces and the quality of indoor air.