

Environmental Assessment Area	Online Evaluation Documentation Checklist Green Globes CIEB – Healthcare (Hospitals/Long Term Care Facilities)	
Energy	<input type="checkbox"/>	Utility billing records to determine energy consumption for a 12 month period, including green energy – within the last 18 months. Records must be for the same 12 month period used for Energy Star rating, if ES is used.
	<input type="checkbox"/>	Current facility lighting inventory
	<input type="checkbox"/>	Current HVAC and heating equipment record drawings and specifications
	<input type="checkbox"/>	Energy Management documentation, manuals, including policies and procedures, latest audit report, testing and maintenance
	<input type="checkbox"/>	Organization Transportation policy and procedures
Water	<input type="checkbox"/>	Utility billing records to determine water consumption figures for the 12 month period – within the last 18 months
	<input type="checkbox"/>	Current inventory of plumbing fixtures and all water consuming equipment, including specifications
	<input type="checkbox"/>	Current grounds & irrigation record and specifications
	<input type="checkbox"/>	Water management documentation, manuals, including policies and procedures, latest audit report, testing and maintenance. (Local jurisdiction/water authority provides annual reports on water quality)
Resources	<input type="checkbox"/>	Waste management and recycling program documentation, management plan, the latest audit report.
	<input type="checkbox"/>	Current site assessment report and current record drawings
Emissions, Effluents, and Pollution Reduction	<input type="checkbox"/>	Records of cleaning burners, monitoring controls and analysis of flue gas
	<input type="checkbox"/>	Management program for Ozone Depleting Substances with inventory of refrigerants and records
	<input type="checkbox"/>	Hazardous building materials plan
	<input type="checkbox"/>	Documented asbestos management plan where applicable
	<input type="checkbox"/>	PCB management plan that designates responsibility, inventory of materials containing PCB's etc. and documentation showing regular inspection of PCB site where applicable
Indoor Environment	<input type="checkbox"/>	Staff, patients, visitors concerns log regarding indoor air quality
	<input type="checkbox"/>	HVAC records per above in the Energy section
	<input type="checkbox"/>	Smoking policy
	<input type="checkbox"/>	Indoor air quality management plan and audit report within the past year (verify with Industrial Hygienist process for testing indoor air quality)
	<input type="checkbox"/>	Verify with Industrial Hygienist process for testing indoor air quality
	<input type="checkbox"/>	Lighting Inventory measurement records and maintenance plan
	<input type="checkbox"/>	Acoustics Management Plan
Environmental Management Systems	<input type="checkbox"/>	List of goals and specified targets to improve and maintain environmental performance
	<input type="checkbox"/>	Written Environmental Management System, including policies and implementation records for building
	<input type="checkbox"/>	Environmental Purchasing and Emergency Preparedness Management Plans
	<input type="checkbox"/>	Communication Plan and survey records for all users of facility



## Preparation for the online evaluation

Please gather the information listed in the table above to facilitate the completion of the on line self-evaluation survey. Existing documentation, including a current set of record drawings, updated as changes made to the facility over time, and accreditation survey documentation (in the case of accredited hospitals) will prove useful in the completion of the online survey.

## Tips for completing the online evaluation

- The Green Globes online questionnaire contains “Tootips”. Tooltips are specific to a question or assessment criteria, and when selected provide useful information for completing the survey/answering a question.
- For every survey response base your answers on accurate information versus estimates.
- Gather documentation that justifies your response to every question in the survey.
- The creation of a hard copy or electronic binders is recommended to organize the documentation and simplify the later assessment/certification review of the documents.
- Leave unanswered questions that require additional research, until accurate information is available.
- Integrated team meetings are an excellent means to address unanswered questions.
- Partial credit for criteria may apply.