

Environmental Assessment Area	Third Party Assessment Documentation Checklist (1 of 2) Green Globes CIEB Healthcare (Hospitals/Long Term Care Facilities)	
Energy	<input type="checkbox"/>	Utility records to document Energy consumption figures for a 12 month period – 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"/>	Inventory lists and record drawings of HVAC, all energy consuming equipment, and building structure/envelope
	<input type="checkbox"/>	Phase 1 energy audit and report conducted within the last 3 years.
	<input type="checkbox"/>	Written and adopted Energy Management Plan that address energy policy, management and improvement, training, and maintenance schedules, recent improvement projects
	<input type="checkbox"/>	Evidence of active operation and maintenance program, including schedules and preventive maintenance, sub-metering data
	<input type="checkbox"/>	Facility Transportation Plan, including policy, plan, promotional programs and implementation records
Water	<input type="checkbox"/>	Utility records to document water consumption figures for a 12 month period – within the last 18 months
	<input type="checkbox"/>	Phase 1 water audit report
	<input type="checkbox"/>	Inventory list and record , recent improvement projects
	<input type="checkbox"/>	Written and adopted Water Management Plan, addressing policy, management and improvement, intended to improve water performance
	<input type="checkbox"/>	Evidence of active operation and maintenance program, including schedules and leak fixing records, and sub-metering records
	<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"/>	Written and adopted policy (waste reduction work plan) intended to minimize construction waste w/evidence it is active
	<input type="checkbox"/>	Recycling policy and plan, and document showing facilities for managing recycled materials
	<input type="checkbox"/>	Copy of current year Waste Audit Report
	<input type="checkbox"/>	Records of waste either by volume or weight including diversion rate
	<input type="checkbox"/>	Documentation that addresses activity of the recycling program that incorporates all fiber and consumable products

Environmental Assessment Area	Third Party Assessment Documentation Checklist (2 of 2) Green Globes CIEB Healthcare (Hospitals/Long Term Care Facilities)
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"/> Maintenance contract for cooling systems with certified contractor
	<input type="checkbox"/> Hazardous building materials survey
	<input type="checkbox"/> Inventory of hazardous materials
	<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
	<input type="checkbox"/> Spill response plan that includes training of staff
	<input type="checkbox"/> Storage tank management plan where applicable
	<input type="checkbox"/> Health and Safety Committee minutes
Indoor Environment	<input type="checkbox"/> Staff, patients and visitors concerns log regarding indoor air quality
	<input type="checkbox"/> Inventory and record drawings of entire HVAC system, including O & M program as detailed above in Energy
	<input type="checkbox"/> Indoor air quality audit report within the past year
	<input type="checkbox"/> Housekeeping department records and/or cleaning contractor's contract indicating use of environmentally benign cleaning products
	<input type="checkbox"/> Checklist of items connected to IAQ (e.g. use of low-VOC emitting, non-toxic, and chemically inert materials) that must be discussed with architects, engineers, contractors, and other professionals prior to renovations and repairs
	<input type="checkbox"/> Lighting Management Program (policy, plan, O & M records)
	<input type="checkbox"/> Acoustics Management Plan (policy, plan including audio privacy, record drawings and test reports)
Environmental Management Systems	<input type="checkbox"/> Written Environmental Management System for building and occupancy including policy, and records of active implementation
	<input type="checkbox"/> List of goals and specified targets to improve and maintain environmental performance (part of EMS)
	<input type="checkbox"/> Written environmental-purchasing policy (can be part of EMS) to include all environmental and environmental health incidents (documentation to include an example of the community)
	<input type="checkbox"/> Outreach (SHEP) survey for patients
	<input type="checkbox"/> Communication strategy with building occupants, including staff, patients and visitors regarding environmental management and improvement
	<input type="checkbox"/> Evidence of staff, patients and visitors satisfaction with environment of building (documentation in survey or interview results)



What documentation do I need available for the Assessor?

Please refer to the table above for documents the Green Globes Assessor may request to review at the commencement of the onsite assessment. Please ensure that you have all documentation accessible prior to Assessor's arrival. Your hospital accreditation files, records and reports related to the facilities, utilities, safety and housekeeping topics, (JCAHO – Environment of Care and Infection Control), will contain a significant portion of the documentation material necessary.

If you do not have each of these items available, the automatically generated report will provide recommendations and supplementary information to help you address gaps in your informational resources or operations as you work toward achieving a Green Globes® certification on your existing building.

What other Steps Should I take to prepare for the site assessment?

- Complete the online survey, archive and print both the final report and verifier's worksheets.
- Prepare a list of any changes in credits claimed in the final online questionnaire and have them ready for the assessor.
- Arrange access for the entire facility including mechanical areas.
- Arrange for the full integration team (list the functions) to be available at various time.
- Confirm arrival time and details with the assessor 3-5 days in advance.

How long will the on site assessment take?

For a typical CIEB –Healthcare assessment please allow approximately 4-6 hours for the Assessor to conduct a thorough walk-through audit of your facility with you, to interview you, and for you to review the appropriate documentation with the Assessor. A large healthcare building assessment may take one full day or longer. Your assigned Assessor will provide more details about the assessment prior to the scheduled date.

What if I am missing one or more pieces of documentation?

If any of the listed and required documentation is not available at the time of assessment, please forward it to the assessor, along with any other requested information, as soon as possible following the assessment. Since Green Globes does not have pre-requisites, the lack of one or more specific pieces of documentation is unlikely to prevent your building from being certified; however, you may lose available credits without sufficient documentation to support the award. In addition, the completion of your certification may be delayed, and your points score/Green Globes rating may be lower.