

THE 10-POINT FACILITY EFFICIENCY CHECKLIST

1. HVAC filters inspected and replaced on schedule

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

2. Restrooms cleaned and stocked consistently

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

3. High-touch surfaces disinfected daily

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

4. Floors maintained (swept, scrubbed, polished as needed)

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

5. Emergency exits and pathways kept clear

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

6. Waste and recycling properly managed

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

7. Breakrooms sanitized and restocked

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

8. Indoor air quality monitored or reviewed

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

9. Supplies and consumables inventoried regularly

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**

10. Work orders logged and resolved promptly

- ☐ **DONE ✓ +10**
- ☐ **IN PROGRESS ⚠ +5**
- ☐ **NOT STARTED ✗ +0**



TOTAL SCORE: _____

/100



YOUR FACILITY EFFICIENCY LEVEL

0–30 points → Starter

Lots of opportunity! A few quick wins can dramatically improve safety, cleanliness, and employee satisfaction.

35–60 points → Pro

You're doing well. A little more consistency and you'll be operating like a top-tier facility.

65–90 points → Elite

Strong processes and solid maintenance habits. You're running a high-performing building.

95–100 points → Sovereign Standard

This is the gold standard.

Your facility is operating at maximum efficiency — clean, safe, and reliably maintained.



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