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Date	12/18/13			

City of Petersburg
 Facility Management Division of Public Works

ESMS Document

FM ED-4.4.5-2 Master Document Matrix– Custodial Services

Document Number	Document Name	Person Responsible	C/D	Original issue date	Last Review	Next Review
4.2 Environmental Policy – ISO 14001 standard						
1	Petersburg 4.2-1 Environmental Policy Procedure	Senior Executive		12/7/13		
2	Petersburg 4.2-2 Environmental Policy	Senior Executive		12/7/13		
3	Petersburg 4.2-3 Meeting Minutes Core Team Meeting #1	ESMS Coordinator		11/6/13		
4.3.1 Environmental Aspects – ISO 14001 standard						
4	Petersburg 4.3.1-1 Environmental Aspects Procedure	ESMS Management Representative		12/10/13		
5	Petersburg 4.3.1-2 Environmental Aspects Analysis Matrix	ESMS Management Representative		12/10/13		
6	Petersburg 4.3.1-3 Environmental Aspect Criteria Definitions	ESMS Management Representative		12/10/13		
7	Petersburg 4.3.1-4 Meeting Minutes Core Team Meeting #2	ESMS Coordinator		11/20/13		
8	4.3.2 Legal and Other Requirements – ISO 14001 standard					

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9	Petersburg 4.3.2-2	Legal & Other Requirements Procedure	ESMS Stormwater Manager		1/10/14		
10	Petersburg 4.3.2-3	Regulatory Requirements Matrix – State of Virginia	ESMS Stormwater Manager		1/09/14		
11	Petersburg 4.3.2-4	Regulatory Requirements Matrix - Federal	ESMS Stormwater Manager		1/09/14		
12	Petersburg 4.3.2-5	Meeting Minutes Core Team Meeting #3	ESMS Coordinator		12/4/13		
4.3.3 Objectives, Targets and Programs – ISO 14001 standard							
13	Petersburg 4.3.1-1	Objectives, Targets, & Programs Procedure	ESMS Management Representative		3/19/14		
14	Petersburg 4.3.1-2	Mixed Waste Disposal Reduction	ESMS Management Representative		3/19/14		
15	Petersburg 4.3.1-3	Paper Waste Disposal Reduction	ESMS Management Representative		3/19/14		
16	Petersburg 4.3.1-4	Custodial Services Recycling	ESMS Management Representative		3/19/14		
17	Petersburg 4.3.1-5	Meeting Minutes	ESMS Coordinator		3/19/14		

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18	4.4.1 Resources, Roles, Responsibility and Authority – ISO 14001 standard					
19	Petersburg 4.4.1-1	Resources, Roles, Responsibilities & Authority Procedure	Senior Executive		12/18/13	
20	Petersburg 4.4.1-2	Roles & Responsibility Matrix	Senior Executive		12/18/13	
21	Petersburg 4.4.1-3	Meeting Minutes Core Team Meeting #4	ESMS Coordinator		11/13/13	
22	Petersburg 4.4.1-4	EMS Management Letter	Senior Executive		11/13/13	
	4.4.2 Competence, Training and Awareness – ISO 14001 standard					
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29	4.4.3 Communication – ISO 14001 standard						
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4.4.4 Documentation – ISO 14001 standard							
39	Petersburg 4.4.4-1	Documentation Procedure	ESMS Coordinator		3/5/14		
40	Petersburg 4.4.4-2	ESMS Related Definitions	ESMS Coordinator		3/5/14		
41	Petersburg 4.4.4-3	ESMS Documented Scope	ESMS Coordinator		3/5/14		
42	Petersburg 4.4.4-4	Meeting Minutes	ESMS Coordinator		3/5/14		
4.4.5 Control of Documents – ISO 14001 standard							
44	Petersburg 4.4.5-1	Control of Documents Procedure	ESMS Coordinator		12/18/13		
45	Petersburg 4.4.5-2	Master Document Matrix	ESMS Coordinator		12/18/13		
46	Petersburg 4.4.5-3	Meeting Minutes #5	ESMS Coordinator		12/18/13		
4.4.6 Operational control – ISO 14001 standard							

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47	Petersburg 4.4.6-1	Operational Control Procedure	ESMS Management Representative		3/29/14		
48	Petersburg 4.4.6-2	Operational Control Contractor Management Procedure	ESMS Management Representative		3/29/14		
49	Petersburg 4.4.6-3	Operational Control Contractor Management Environmental Checklist	ESMS Management Representative		3/29/14		
50	Petersburg 4.4.6-4	Operational Control Contractor Management Environmental Manual	ESMS Management Representative		3/29/14		
51	Petersburg 4.4.6-5	Operational Control Work Instruction	ESMS Management Representative		3/29/14		
52	Petersburg 4.4.6-6	Meeting Minutes	ESMS Coordinator		3/29/14		
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4.4.7 Emergency Preparedness and Response – ISO 14001 standard						
57	Petersburg 4.4.7-1	Emergency Preparedness & Response Procedure	ESMS Management Representative		3/3/14	
58	Petersburg 4.4.7-2	Emergency Preparedness & Response Procedure	ESMS Management Representative		2/21/14	
59	Petersburg 4.4.7-3	City Hall Action Plan	ESMS Management Representative		4/5/14	
60	Petersburg 4.4.7-4	City Hall Evacuation Plan	ESMS Management Representative		4/5/14	
61	Petersburg 4.4.7-5	Meeting Minutes	ESMS Coordinator		2/19/14	
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4.5.1 Monitoring and measurement – ISO 14001 standard						
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71	4.5.2 Evaluation of compliance – ISO 14001 standard						
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73	4.5.3 Nonconformity, corrective action and preventive action – ISO 14001 standard						
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75	4.5.4 Control of records – ISO 14001 standard						
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78	4.5.5 Internal audit – ISO 14001 standard					
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82	4.6 Management review – ISO 14001 standard					
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