



# Green cleaning policy

EQp3 | Possible point

Glossary

## Intent

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment.

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To reduce levels of chemical, biological, and particulate contaminants that can compromise air quality, human health, building finishes, building systems, and the environment.

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment.

To reduce levels of chemical, biological, and particulate contaminants that can compromise air quality, human health, building finishes, building systems, and the environment.

## Requirements

Have in place a green cleaning policy for the building and site addressing the following green cleaning credits and other requirements:

- Purchase sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in IEQ Credit 3.3: Green Cleaning—Purchase of Sustainable Cleaning Products and Materials.
- Purchase cleaning equipment meeting the sustainability criteria outlined in IEQ Credit 3.4: Green Cleaning—Sustainable Cleaning Equipment.
- Establish standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. Specifically address cleaning to protect vulnerable building occupants.
- Develop strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
- Develop guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
- Develop requirements for staffing and training of maintenance personnel appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- Provide for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

This policy must adhere to the LEED 2009 for Existing Buildings: Operations & Maintenance policy model (see Introduction). At a minimum, the policy must cover the green cleaning procedures and materials that are within the building and site management's control.

### Credit substitution available

You may use the LEED v4 version of this credit on v2009 projects. For more information [check out this article](#).

Have in place a green cleaning policy for the building and site addressing the following green cleaning credits and other requirements:

- Purchase of sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in EQ Credits 3.4–3.6.
- Purchase of cleaning equipment meeting the sustainability criteria outlined in EQ Credit 3.7.
- Establishment of standard operating procedures (SOPs) addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. Specifically address cleaning to protect vulnerable building occupants.
- Development of strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
- Development of guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
- Development of requirements for staffing and training of maintenance personnel appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

- Provision for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

This policy must adhere to the LEED for Existing Buildings: O&M policy model (see Introduction). At a minimum, the policy must cover the green cleaning procedures and materials that are within the building and site management's control.

Implement sustainable purchasing for cleaning materials and products, disposable janitorial paper products and trash bags. Cleaning product and material purchases include building purchases for use by in house staff or used by outsourced service providers. Calculate the percentage of the total sustainable material and product purchases that meet at least one of the specified sustainability criteria. The percentage of the total sustainable cleaning product and material purchases determine the number of points earned up to a total of 3 points. One point will be awarded for each 30% of the total annual purchases of these products (on a cost basis) that meet one of the following sustainability criteria:

- Cleaning products that meet the Green Seal GS-37 standard if applicable, OR if GS-37 is not applicable (e.g., for products such as carpet cleaners, floor finishes or strippers), use products that comply with the California Code of Regulations maximum allowable VOC levels.
- Disposable janitorial paper products and trash bags that meet the minimum requirements of U.S. EPA's Comprehensive Procurement Guidelines.

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#### **Option 1. In-house green cleaning policy**

##### **Establishment**

Have in place a green cleaning policy for the building and site addressing the green cleaning credits, goals and strategies, and personnel listed below. At a minimum, the policy must cover green cleaning procedures, materials, and services that are within the building and site management's control, and include the organization responsible for cleaning the building and building site.

Address the requirements of the following credits:

- EQ Credit: Green Cleaning—Purchase of Cleaning Products and Materials
- EQ Credit: Green Cleaning—Cleaning Equipment

##### *Goals and Strategies*

- Establish standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently used, managed, and audited.
- Address protection of vulnerable building occupants during cleaning.
- Address selection and appropriate use of disinfectants and sanitizers.
- Develop guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills and mishandling incidents.
- Develop goals and strategies for reducing the toxicity of the chemicals used for laundry, ware washing, and other cleaning activities.
- Develop goals and strategies for promoting the conservation of energy, water, and chemicals used for cleaning.
- Develop strategies for promoting and improving hand hygiene.

##### *Personnel*

- Develop requirements for maintenance personnel. Specifically address contingency planning to manage staffing shortages under a variety of conditions to ensure that basic cleaning services are met and critical cleaning needs are addressed. Include a process to obtain occupant and custodial staff input and feedback after contingency plans are implemented.
- Determine the timing and frequency of training for maintenance personnel in the hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging.

##### **Performance**

Implement a high-performance cleaning program based on the above policy and track performance goals associated with this policy.

### **Option 2. Certified cleaning service**

#### **Establishment**

None.

#### **Performance**

Clean the building with a cleaning service provider, either in-house custodial staff or a contracted service contractor, certified under one of the following:

- Green Seal's Environmental Standard for Commercial Cleaning Services (GS-42); or
- International Sanitary Supply Association (ISSA) Cleaning Industry Management Standard for Green Buildings (CIMS-GB); or
- Local equivalent for projects outside the U.S.

Confirm that the building or contractor was audited by the third party within 12 months of the performance period.

In addition, the cleaning contractor must develop goals and strategies for promoting the conservation of energy, water, and chemicals used for cleaning the building.

Have in place a green cleaning policy for the building and site addressing the following green cleaning credits and other requirements:

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- Develop requirements for staffing and training of maintenance personnel appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- Provide for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

This policy must adhere to the LEED 2009 for Existing Buildings: Operations & Maintenance policy model (see Introduction). At a minimum, the policy must cover the green cleaning procedures and materials that are within the building and site management's control.

#### **AND**

Have in place during the performance period a high-performance cleaning program, supported by a green cleaning policy (IEQ Prerequisite 3: Green Cleaning Policy), that addresses the following:

- Provide an appropriate staffing plan.
- Implement a training of maintenance personnel in the hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- Use chemical concentrates with appropriate dilution systems to minimize chemical use wherever possible.
- Use sustainable cleaning materials, products, equipment, janitorial paper products and trash bags (including microfiber tools and wipes).
- Use sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in IEQ Credits 3.3: Green Cleaning—Purchase of Sustainable Cleaning Products and Materials.
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**Performance**

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