

# Green Cleaning Survey/Audit

## Purchase of Sustainable Cleaning Products and Materials

### Intent

1 to 3 points

Reduce the environmental impacts of cleaning materials and products, disposable janitorial paper products, trash bags and liners.

### Requirements

Implement sustainable purchasing for cleaning materials and products, disposable janitorial paper products, and trash bags and liners. 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 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:

Checked – Needs Attention	Comments
<input type="checkbox"/> <input type="checkbox"/> Cleaning products that meet the Green Seal's environmental standards for cleaners (GS-37) OR the following Environmental Choice Program cleaning standards: <ul style="list-style-type: none"> <li>● CCD-110 for Cleaning and Degreasing Compounds</li> <li>● CCD-146 for Hard surface Cleaners</li> <li>● CCD-148 for Carpet and Upholstery Care</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> If the above standards are not applicable for a specific product category (e.g., for products such as disinfectants, metal polish, floor finishes or strippers), use products that comply with Green Seal GS-40 OR the California Code of Regulations maximum allowable VOC levels as it pertains to the specific product category OR the following Environmental Choice Program cleaning standards: <ul style="list-style-type: none"> <li>● CCD-112 for Digestion Additives for Cleaning and Odor Control</li> <li>● CCD-113 for Drain or Grease Traps Additives</li> <li>● CCD-115 for Odor Control Additives</li> <li>● CCD-147 for Hard Floor Care</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> Disposable janitorial paper products and trash bags that meet the minimum requirements of U.S. EPA's Comprehensive Procurement Guidelines OR that meet Green Seal's environmental standards for Paper Towels and Napkins (GS-9) and Tissue Paper (GS-1) OR janitorial paper products derived from rapidly renewable resources or made from tree-free fibers OR the following Environmental Choice Program cleaning standards: <ul style="list-style-type: none"> <li>● CCD-082 Toilet Tissue</li> <li>● CCD-086 Hand Towels</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> Hand soaps that do not contain antimicrobial agents (other than as a preservative system), except where required by health codes and other regulations (i.e., food service and health care requirements) OR those that comply with GS-41 OR CCD-104	

Materials and products described above must be purchased during the Performance Period in order to earn points in this credit.

## Sustainable Cleaning Equipment

### Intent

1 point

Reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems and the environment from powered cleaning equipment.

Develop, implement and maintain a policy for the use of powered cleaning equipment that maximizes effective reduction of building contaminants with minimum environmental impact. Evaluate the powered cleaning equipment currently being used and make a plan for upgrading to powered cleaning equipment that maximizes effective reduction of building contaminants with minimum environmental impact.

### Requirements

Implement a program for the use of janitorial equipment that maximizes effective reduction of building contaminants with minimum environmental impact. The cleaning equipment program shall require the following:

Checked – Needs Attention	Comments
<input type="checkbox"/> <input type="checkbox"/> Vacuum cleaners are certified by the Carpet & Rug Institute “Green Label” testing program- Vacuum Cleaner Criteria and operate with a sound level of less than 70dBA	
<input type="checkbox"/> <input type="checkbox"/> Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet & Rug Institutes's “Seal of Approval” Testing Program for Certified Deep Cleaning Extractors.	
<input type="checkbox"/> <input type="checkbox"/> Powered floor maintenance equipment including electric and battery powered floor buffers and burnishers are equipped with vacuums, guards and/or other devices for capturing fine particulates, and shall operate with a sound less than 70dBA.	
<input type="checkbox"/> <input type="checkbox"/> Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converter/muffler and meet the California Air Resources Board (CARB)/Environmental Protection Agency (EPA) standards for set engine size and operate with a sound level less than 90dBA	
<input type="checkbox"/> <input type="checkbox"/> Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids.	
<input type="checkbox"/> <input type="checkbox"/> Battery-powered equipment is equipped with environmentally preferable gel batteries.	
<input type="checkbox"/> <input type="checkbox"/> Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.	
<input type="checkbox"/> <input type="checkbox"/> Equipment is designed to reduce potential damage to building surfaces by using safeguards, such as rollers or rubber bumpers.	
<input type="checkbox"/> <input type="checkbox"/> A log will be kept for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities and include vendor specification sheets for each type of equipment in use in the logbook.	

## Entryway Systems

### Intent

1 point

Reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical and biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems and the environment.

### Requirements

Utilize entryway systems (grills, grates, mats, etc.) to reduce the amount of dirt, dust, pollen and other particles entering the building at all entryways, and develop the associated cleaning strategies to maintain those entryway systems, as well as the exterior walkways. Buildings must demonstrate that at least 10 (preferable 15 to 20) feet of mats are in place immediately indoors of all entryways. Entryways that are not in use or only serve as emergency exits are excluded from the requirements of this credit.

Checked – Needs Attention	Comments
<input type="checkbox"/> <input type="checkbox"/> Use entryway systems (grills, grates, mats, etc.) to catch and hold dirt particles and prevent contamination of the building exterior.	
<input type="checkbox"/> <input type="checkbox"/> Design exterior stone, brick or concrete surfaces to drain away from building entrances.	
<input type="checkbox"/> <input type="checkbox"/> Utilize low-maintenance vegetation in building entrances within the landscape design.	
<input type="checkbox"/> <input type="checkbox"/> Avoid plants, trees and bushes in building entrances that are varieties that yield berries, flowers and leaves that are likely to be tracked into the building.	
<input type="checkbox"/> <input type="checkbox"/> Base plant selection on an Integrated Pest Management (IPM) approach to eliminate pesticide applications that have the potential to track into the building.	
<input type="checkbox"/> <input type="checkbox"/> Provide a water spigot and electrical outlet at entryways for maintenance and cleaning activities.	

## ***Indoor Integrated Pest Management***

### **Intent**

*1 point*

Reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems and the environment.

Utilize Integrated Pest Management (IPM), a safer and usually less costly option for effective pest management. An IPM program employs commonsense strategies to reduce sources of food, water and shelter for pests in buildings and on the grounds. IPM programs take advantage of effective pest management strategies and minimize the use of pesticides.

### **Requirements**

Develop, implement and maintain an indoor Integrated Pest Management (IPM) plan, defined as managing indoor pests in a way that protects human health and the surrounding environment and that improves economic returns through the most effective, least risk option. IMP calls for using least-toxic chemical pesticides, minimum use of chemicals, using them only in targeted locations, and only for targeted species. IPM requires routine inspection and monitoring. The plan shall include the following elements, integrating with any outdoor IPM plan used for the site as appropriate.

<b>Checked – Needs Attention</b>	<b>Comments</b>
<input type="checkbox"/> <input type="checkbox"/> Integrated methods, site or pest inspections, pest population monitoring, an evaluation of the need for pest control and one or more pest control methods, including sanitation, structural repairs, mechanical and living biological controls, other non-chemical methods, and, if non-toxic options are unreasonable and have been exhausted, a least toxic pesticide.	
<input type="checkbox"/> <input type="checkbox"/> The plan shall address under what circumstances an emergency application of pesticides in a building or on surrounding grounds being maintained by the building can be conducted without complying with the earlier provisions.	
<input type="checkbox"/> <input type="checkbox"/> Communications strategy directed to building occupants that will address “Universal Notification”, which requires advance notice not less than 72 hours under normal conditions and 24 hours in emergencies before a pesticide, other than a least toxic pesticide, is applied in a building or on surrounding grounds that the building maintains.	
<input type="checkbox"/> <input type="checkbox"/> Any cleaning products included in the integrated pest management policy must meet the product and material products identified in “Purchase of Sustainable Cleaning Products and Materials.”	

## ***Custodial Effectiveness Assessment***

### **Intent**

*1 to 2 points*

Reduce exposure to building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems, and the environment by implementing, managing and auditing cleaning procedure and processes.

Designate an individual or team to conduct a walk through inspection of a sample of rooms in the building to evaluate the effectiveness of the cleaning program. Identify areas that fall below the owner's expected standard and make improvements to the cleaning program accordingly.

### **Requirements**

Conduct an audit in accordance with APPA Leadership in Educational Facilities' (APPA) "Custodial Staffing Guidelines" to determine the appearance level of the facility.

Checked – Needs Attention	Comments
<input type="checkbox"/> <input type="checkbox"/> IEQ Credit 3.2 (1 point): The facility must score a 3 or less.	
<input type="checkbox"/> <input type="checkbox"/> IEQ Credit 3.3 (2 Points): The facility must score a 2 or less.	
More information about the audit procedures are provided in the LEED for Existing Buildings Reference Guide.	

## High Performance Cleaning Program

### Intent

1 point

Reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, human health, building finishes, building systems and the environment.

Have in place over the performance period a high performance cleaning program, supported by policy, staffing plans, standard operating procedures and storage procedures that address sustainable and effective cleaning and hard floor maintenance.

### Requirements

Have in place over the performance period a high performance cleaning program supported by a green cleaning policy (IEQ Prerequisite 3) addressing:

Checked – Needs Attention	Comments
<input type="checkbox"/> <input type="checkbox"/> Appropriate staffing plan. Establishment of workloading based on established tasks and frequencies. Establishment of standard operation procedures (SOPs) addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. The SOPs should have a specific section addressing cleaning to prevent vulnerable cleaning equipment.	
<input type="checkbox"/> <input type="checkbox"/> Development and implementations of strategies for promoting and improving hand hygiene including both hand washing and the use of alcohol-based waterless hand sanitizers.	
<input type="checkbox"/> <input type="checkbox"/> Implementation of training of maintenance personnel in the hazards, safe use and handling of, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging. Must include and plan for managing hazardous spills or mishandling incidents.	
<input type="checkbox"/> <input type="checkbox"/> Use of chemical concentrates with appropriate dilution systems to minimize chemical use whenever possible.	
<input type="checkbox"/> <input type="checkbox"/> Use of sustainable cleaning materials, products, equipment, janitorial paper products and trash bags (including microfiber tools and wipes).	
<input type="checkbox"/> <input type="checkbox"/> Use of sustainable cleaning and hard floor carpet care products meeting the sustainability criteria outlined in “Purchase of Sustainable Cleaning Products and Materials”.	
<input type="checkbox"/> <input type="checkbox"/> Use of cleaning equipment that reduces impacts on indoor air and environmental quality meeting the sustainability criteria.	
<input type="checkbox"/> <input type="checkbox"/> Establishment of a procedure for collecting occupant feedback and continuous improvement to evaluate new techniques, procedures and processes.	