

Cleaning Requirements for Cleaning Contractors To follow Leed-EB Guide-Lines

To incorporate into the LEED-EB requirements a commitment to use Green Cleaning Processes and Procedures as outlined in Health High Performance Cleaning by Johnson Wax Company.

Key Issues that must be addressed with any programs instituted:

- A. Improvement in Air Quality**
- B. Source Reduction**
- C. Productivity increases**
- D. Employee Safety Concerns**

EA- Energy and Atmosphere

MR- Materials and Resources

IEQ- Indoor Air Quality

SS- Sustainable Sites

- 1. EA Credit 3.1 1 Point Building Operation & Maintenance: Staff Education. Have in place over the contract period continued training in Green Processes, Chemicals, Equipment and Supplies. At least 24 hours per year of training.**
- 2. EA Credit 3.2 1 Point Building Operation & Maintenance: Building Systems Maintenance. Have in place a comprehensive preventive maintenance program for all cleaning equipment and chemical dispensing systems. Develop a Best Practices Program.**
- 3. MR Credit 4.1-4.3 1-3 Points Sustainable Cleaning Products and Materials. Use only Green Seal or EcoLogo Approved Chemicals and if supplying Paper or Plastics Trash Bags use only those that meet the U.S. EPA's Comprehensive Procurement Guidelines of Recycled Content.**

- 4. MR Credit 5.1, 5.2, 5.3 1-3 Points Occupant Recycling . Help setup systems to encourage internal separation, collection and storage of materials for recycling, including glass, plastics, cardboard, metals, batteries, and fluorescent light bulbs and cause diversion from land fills, or incineration.**
- 5. IEQ Credit 10.1 1 Point Green Cleaning: Entryway Systems. Develop comprehensive Cleaning Procedures for all entrance matting Indoor and Outdoor. Be able to document the cleaning and maintenance.**
- 6. IEQ Credit 10.0 1 Point Green Cleaning: Isolation of Janitorial Closets. Have proper ventilation to outside and insure proper disposal and storage of chemicals and store and clean all supplies properly to protect from chemicals and particulates when the closet is opened.**
- 7.**
- 8. IEQ Credit 10.3 1 Point Green Cleaning: Low Environmental Impact Cleaning Policy. Use only Green systems and Cleaning Chemical Concentrates with the appropriate automatic dilution systems. Have in place a Green Training Programs for your personnel on Proper Use, Handling and Disposal of Cleaning Chemicals. Use Cleaning Equipment that reduces and can be documented impact to Indoor Air Quality.**
- 9. IEQ Credit 10.6 1 Point Green Cleaning: Low Environmental Impact Cleaning Equipment Policy. Use only Vacuum Cleaners that meet the Green Label Criteria of the Carpet and Rug Institute. If Cleaning carpeting with water extraction equipment use only systems approved by the above organization capable of removing sufficient moisture that carpet is dry in less than 24 hours. All powered equipment must be equipped with vacuum systems, guards to capture any small particulates resulting from the cleaning process. Propane powered equipment must have high-efficiency, low emission systems and be monitored for continued performance. All powered equipment must create no more than 70 decibels when operating. It is recommended that it is preferable that battery powered equipment use gel batteries. Ergonomically powered equipment is preferable. When mopping it is recommended that**

micro fiber mops be used where ever possible because of their high conservation of cleaning fluids and long life.

10.SS Credit 1.1-1.2 1-2 Points Plan for Green Site & Exterior Management. If cleaning the exterior of the building we encourage practices that have the lowest environmental impact possible and preserve the ecology, protect wildlife while supporting building performance and integration into the surrounding landscape. 1 Point is earned for each four items addressed. See LEED-EB write-up.

11.IOUM Credit 1 1-4 Points Innovation in Operation and Upgrades. To continually develop programs for cleaning that develop additional environmental benefits and be able to document it. Improvements in Indoor Air Quality, Ergonomics, Productivity and Source Reduction are those we are seeking with new programs, processes and procedures.

In order to confirm the cleaning contractor's ability to adhere to these requirements, you should request the following:

- 1. Listing on form to be supplied of all chemicals to be used in facility for cleaning.**
- 2. Listing of all cleaning equipment to be used on supplied form.**
- 3. Signed agreement to clean according to supplied HHPC Green Cleaning Methods.**