**6.1 Green Cleaning Policy**

6.1.1. SSC TAMU shall have in place a green cleaning policy that is distinct and separate from the Environmental Policy required in Section 4.2 (Organization Policy/Environmental Management System) and that sets forth standard operating procedures addressing how green cleaning practices will be utilized, managed, and assessed.

¾ **Explanation:** The Environmental Policy required in Section 4.2 is an organization-wide statement that recognizes the effects of its activities on the environment and commits the organization to conducting its business in an eco-friendly manner. The green cleaning policy required by this section specifically addresses how the organization delivers green cleaning services.

¾ **How to Comply:** A written green cleaning policy shall be available for the assessor. The organization’s green cleaning policy should address all of the elements of a high performance cleaning programs set forth in Section 6.2.

6.1.2. SSC TAMU shall indicate the specific buildings, group of buildings, or contracted facilities to which the green cleaning policy applies.

¾ **Explanation:** The cleaning Industry management Standard applies to an entire organization. For a variety of reasons an organization may choose not to use green cleaning practices in all of the buildings that it cleans. Thus, the focus of CIMS-GB is on the buildings that the organization cleans using environmentally preferable practices.

¾ **How to Comply:** Provide a written list of buildings that the organization green cleans to the assessor.

**This is a listing of “Green” buildings that we service. In this case, SSC TAMU.**

6.2.2.4. Green Cleaning Training: There shall be a written curriculum for green cleaning training of cleaning personnel and documentation that personnel have been trained.

¾ **Explanation**: Green Cleaning Training refers to procedural training of cleaning techniques and processes (i.e., how to use green cleaning products and procedures). An organization must document that the training has occurred.

¾ **How to Comply:** An organization should provide the assessor with access to the following:

* The technical training curriculum
* Training materials (for example, handout materials, a video tape, DVD, or other materials used in the training)
* Documentation that the training occurred (for example, training sign-in sheets). The assessor will evaluate the items and may choose to randomly interview program participants.

6.2.4. Floor Care Log: The organization shall have a written floor maintenance plan for the buildings listed in Section 6.1.2 that tracks the:

6.2.4.1. Number of coats of floor finish applied as base and top coats.

6.2.4.2. Scheduled maintenance and restoration procedures and dates.

¾ **Explanation:** Floor maintenance is a resource intensive process that should be managed. Careful process documentation and data collection is the first step to developing a sustainable program.

¾ **How to Comply**: The assessor must be able to identify a written program that tracks the number of base coats and finish coats. In addition, the plan should identify the restorative and ongoing maintenance procedures. The interval between stripping and recoat cycles should be recorded. There must be evidence that the plan has been implemented and that the log is being used.

¾ **Recommendation:** Meeting the requirements of this section can be accomplished in a number of ways, including the use of a spreadsheet, written plans, or other scheduling system.

6.2.5. Carpet Care Log: The organization shall have a written carpet care plan for the buildings listed in Section 6.1.2. that includes scheduled maintenance and restoration procedures and dates.

™ **Explanation:** Like floor maintenance, carpet care is a resource intensive process that should be managed. Carpet life cycles can be extended through the application of planned maintenance programs. Throughout process documentation and data collection is the first step to developing a sustainable carpet care program.

™ **How to Comply:** The assessor must be able to identify a written program that lists the dates and carpet care service frequencies.

™ **Recommendation:** Meeting the requirements of this section can be accomplished in a number of ways, including the use of a spreadsheet, written plans, or other scheduling system.

6.26. Hand hygiene: SSC TAMU shall develop strategies for promoting and improving hand hygiene.

¾ **Explanation:** Effective hand hygiene promotes healthy work environments.

¾ **How to Comply**: The assessor must be able to identify a written program that promotes hand hygiene, and there must be evidence that the program has been implemented.

**Recommendation:** Distributors, manufacturers and governmental agencies can all provide resources that help meet the requirements of this section. Potential strategies include hand hygiene education programs and the use of waterless hand sanitizers.

**6.**4 **Purchase of Cleaning Products and Materials**

The requirements of this section apply only to products that are purchased by the organization for use in buildings listed in Section 6.1.2.

6.4.1. Dilution Control: SSC TAMU shall use chemical concentrates with appropriate dilution control systems to minimize chemical use to the maximum extent possible.

¾ **Explanation:** Dilution control systems are environmentally preferable for a number of reasons including:

* Lower transportation costs
* Less chemical waste

¾ **How to Comply**: Deploy dilution control systems in the buildings listed in Section 6.1.2. SSC TAMU may choose to use whichever dilution control system(s) it deems most suitable. This section does not require the use of mechanical systems. The use of Ready-to-Use(RTU) does not meet the requirements of this section.

**¾ Recommendation:** Numerous manufacturers and distributors furnish systems that meet the requirements of this section.

**6.**4.2. Cleaning Tools: SSC TAMU shall use environmentally preferable cleaning materials whenever practical. This includes the use of microfiber tools and wipes and other available materials proven to be environmentally preferable and recognized as such.

¾ **Explanation:** Green cleaning is best understood as a system that includes cleaning tools as well as chemical products.

¾ **How to Comply**: Deploy environmentally preferable cleaning materials in the buildings listed in Section6.1.2. SSC TAMU may choose to use whichever environmentally preferable cleaning materials it deems most appropriate. Examples include, but are not limited to microfiber cleaning cloths, microfiber mops, applicators that control product consumption, and double buckets. The use of such products is encouraged but not required under all circumstances. Rather, they should be used wherever practical. The determination of the practicability of application includes consideration of such factors as return on investment, size of the building, and effectiveness.

6.4.3. Chemical Products

¾ **Explanation:** The use of green chemical products is fundamental to green cleaning. This section groups chemicals based upon their intended use and then sets forth criteria to assess whether or not they meet the requirements of this section.

¾ **How to Comply**: Provide the assessor with evidence that complaint products are being used in the buildings listed in Section 6.1.2. In order to facilitate compliance, all chemical products are treated as one group.

**¾ Recommendation:** Obtain product consumption from your supplier or internal records covering the period for which the building has been green cleaned. If you are working toward LEED-EBOM, use the “performance period.”

1. For each product, determine whether a certification criterion applies and if so, which criterion is applicable.
2. Indicate whether the product meets the criterion. It is acceptable criteria. Indicate “not applicable” and exclude such items from the calculations.
3. Total the dollar value of all complaint items.
4. Obtain a compliance percentage by dividing the total dollar value of all complaint items by the total dollars spent. Remember to exclude items for which there are no criteria.
5. While there is no prescribed format to present the information, the spreadsheet shown in Figure 1 is presented as an example.

6.4.3.1 Cleaning Products: Products in this group include:

***f***General-purpose, bathroom, glass, and carpet cleaners used for industrial and institutional purposes

***f*** Cleaning and degreasing compounds

***f*** Hard surface cleaners

***f*** Carpet and upholstery care products

6.4.3.1.1. Criteria: A specified percentage of products in this group shall:

* Be certified by Green Seal or Environmental Choice, or
* Be recognized by the U.S. Environmental Protection Agency’s Design for the Environment Program(DfE), or
* Meet the requirements of the Alternate Qualification provision set forth in Section 6.4.6.

6.4.3.2 Disinfectants, metal polish, floor finish, strippers, and other products not included in Section 6.4.3.1. Products in this group include:

***f*** Disinfectants

***f*** Digestion additives for cleaning and odor control

***f*** Drain or grease trap additives

***f*** Odor control additives

***f*** Hard floor care

6.4.3.2.1. Criteria: A specified percentage of products in this group shall:

* Be recognized by the U.S. Environmental Protection Agency’s Design for the Environment Program(DfE), or
* Meet the requirements of the Alternative Qualification provision set forth in Section 6.4.6.

™**Note:**  This section permits the use of floor finishes, floor sealers, and disinfectants that comply with the maximum allowable VOC content for the specific product category

6.4.3.3 Requirement: A minimum of sixty(60) percent, by purchase cost and calculated per building, of the chemical products specified in Section 6.4.3 that are provided by the organization and used in buildings to which this section applies (listed in Section 6.1.2) shall meet one of the applicable compliance criteria.

™**Note:**  The sixty percent requirement is assessed on a building by building basis and is higher than LEED-EBOM’s requirement (30%) Determining compliance varies slightly from LEED-EBOM insofar as LEED-EBOM requires that each chemical group be calculated separately. This section treats all chemical products as one group. Note that meeting this requirement of this section should earn “exemplary performance” points for organizations perusing LEED-EBOM.

6.4.4. Disposable janitorial paper products and trash bags: This provision only applies to those purchases that are in the control of the organization, products in this group include:

***f*** Paper towels and napkins

***f*** Toilet tissue

***f*** Plastic trash bags

™Note: This section only applies to those purchases that are in the control of the organization. In order to be “in the control of the organization,” the organization must meet a two-part test. First, they must have the authority to select the items that are being purchased. Second, they must actually be the purchaser of the products.

6.4.4.1 Criteria: A specified percentage of products in this group shall:

* Be certified by Green Seal or Environmental Choice, or
* Meet the requirements of the Alternative Qualification provision set forth in Section 6.4.6 or
* Comply with the U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners, or
* Be derived from rapidly renewable resources or made from tree-free fibers.

6.4.4.2 Requirement: A minimum of fifty (50) percent, by purchase cost and calculated per building, of the products specified in Section 6.4.4 that are provided by the organization and used in buildings to which this section applies (listed in Section 6.1.2.) shall meet the above criteria (6.4.4.1).

6.4.5. Hand soaps: This provision only applies to those purchases that are in control of the organization. Products in this group include:

***f*** industrial and institutional hand cleaners

***f*** hand cleaners and hand soaps

6.4.5.1 Criteria: A specified percentage of products in this group shall:

* Be free of antimicrobial agents (except as a preservative and unless required by the health codes and other regulations), or
* Be certified by Green Seal or Environmental Choice, or
* Be recognized by the U.S. Environmental Protection Agency’s Design for the Environment Program(DfE), or
* Meet the requirements of the Alternative Qualification provision set forth in Section 6.4.6

6.4.5.2 Requirement: A minimum of sixty (60) percent, by purchase cost and calculated per building, of the products specified in Section 6.4.5 that are provided by the organization and used in buildings to which this section applies (listed in Section 6.1.2.) shall meet the above criteria (6.4.5.1).

™Note: This section only applies to those purchases that are in the control of the organization. In order to be “in the control of the organization,” the organization must meet a two-part test. First, they must have the authority to select the items that are being purchased. Second, they must actually be the purchaser of the products.

6.4.6. Alternative Qualification: A product shall be deemed in compliance with the criteria of Section 6.4.3, 6.4.4, or 6.4.5 if there is independent documentation verifying that the product meets the applicable certification/ recognition criteria referenced in the section. The required verification shall be provided by one or more independent, third party laboratories.

**¾ Explanation**: This section enables an organization to meet the requirements set forth in section 6.4.3, 6.4.4, or 6.4.5 if there is independent documentation verifying that the product meets the applicable certification/ recognition criteria referenced in the section.

**¾ How to Comply**: Produce independent documentation verifying that the product meets the applicable certification/ recognition criteria referenced in the section.

**6.5 Cleaning Equipment**

6.5.1. Requirement: The organization shall purchase and use in buildings to which this section applies (listed in Section 6.1.2), a specified percentage of cleaning equipment which meets applicable environmental preferability criteria. The percentage shall be calculated per building and shall be either:

***f***  A minimum of sixty (60) percent, by either purchase cost or number of units, or

***f***  A minimum of thirty (30) percent, by either purchase cost or number of units, in which case the organization shall also have a purchasing policy specifying that new cleaning equipment must meet the applicable criteria.

¾ **Explanation:** The utilization of equipment impacts productivity and the built environment. Thus equipment selection is an essential component of green cleaning.

¾ **How to Comply:** Provide the assessor with evidence that complaint equipment is being used in the buildings listed in Section 6.1.2.

¾ **Recommendation:**  Obtain equipment purchase data from your supplier or internal records covering the period for which the building has been green cleaned. If you are working toward LEED-EBOM, use the “performance period” keep in mind that Section 6.5.4 requires that the organization maintain an equipment inventory and identifies the requirements.

1. For each piece of equipment, determine whether a certification criterion applies and if so, which criterion is applicable. Similar items may be grouped if purchased at the same time
2. Indicate whether the equipment meets the applicable criteria. It is acceptable to exclude products from the list if there are no applicable criteria. Indicate “not applicable” and exclude such items from the calculations.
3. Total the dollar value of all complaint items.
4. Determine compliance by either purchase cost or number of units. In most cases, 60% is the compliance threshold. However, compliance can be obtained at 30% provided the organization has a policy in place that specifies new cleaning equipment must meet the criteria of the section.
5. While there is no prescribed format to present the information, the spreadsheet shown in Figure 2 is presented as an example of calculating compliance based on the number of units.

6.5.2. Cleaning equipment Environmental Preferability Criteria

6.5.2.1 Vacuum cleaners shall be:

6.5.2.1.1 Certified by the Carpet and Rug Institute’s Green label vacuum Cleaner program, and

6.5.2.1.2 Operate with a sound level of 70dBA or less.

6.5.2.2 Carpet extraction equipment shall be certified by the Carpet and Rug Institute’s Seal of Approval Testing Program for deep cleaning extractors.

6.5.2.3 High-speed powered floor maintenance equipment (including electric and battery-powered floor buffers and burnishers) shall be:

6.5.2.3.1 Equipped with vacuums, guards and/or other devices for capturing fine particulates, and

6.5.2.3.2 Operate with a sound level of 70dBA or less.

6.5.2.5 Automated scrubbing machines shall:

6.5.2.5.1 Be equipped with variable-speed feed pumps and on-board chemical metering, or

6.5.2.5.2 Be equipped with variable-speed feed pumps and use dilution control systems for refilling, or

6.5.2.5.3 Use only water and no added chemical cleaning products.

6.5.2.5.4 Battery-powered equipment shall be equipped with environmentally preferable sealed batteries such as Lithium-Ion, absorbed glass mat or gel cell batteries.

6.5.3 All cleaning equipment shall be:

6.5.3.1 Designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

6.5.4 Equipment Inventory List: SSC TAMU shall maintain a list of all powered equipment that, at a minimum, includes:

6.5.4.1 Identification of each type of equipment by make and model

6.5.4.2 Number of pieces in use

6.5.4.3 Date of purchase

6.5.4.4 Purchase cost

6.5.4.5 Applicability of relevant sustainability criteria (Section 6.5.2)

**6.6 Indoor chemical and Pollutant Source Control**

6.6.1 To the extent that the organization provides entryways matting systems at a building listed in Section 6.1.2, the entryway matting systems (except for emergency exists) shall be:

**¾ Explanation:** Properly installed and maintained entryway matting systems can reduce the soil load from entering the building. Using entryway systems can also extend the service life of flooring materials while reducing floor maintenance requirements.

**¾ How to Comply:** This section only applies to those entryway matting systems that are provided by the organization. In order to be “provided by the organization,” the organization must meet a two-part test. First, they must have authority to select the items that are being purchased. Second, they must actually be the purchaser of the products.

6.6.1.1 Ten (10) feet long in the primary direction of travel where space allows, and

**¾ How to Comply:** Install the appropriate length of matting. However, should the building’s configuration be such that ten feet of matting cannot be used (either as a result of physical limitations or safety concerns), the assessor has a discretion to waive the ten foot requirement.

6.6.1.2 The organization shall have an appropriate cleaning, maintenance and replacement plan for matting systems in place.

**¾ How to Comply:** Provide the assessor with evidence that a cleaning, maintenance replacement plan for matting systems exists and is being used.

.

**6.8 Building Exterior and Hardscape Management Plan**

This section only applies to the extent that the organization is the primary provider of building exterior services and only with respect to those buildings listed in Section 6.1.2 at which building exterior services are provided. If the organization does not provide building exterior services, this section is not applicable.

**¾ Explanation:** This section corresponds to LEED-EBOM SS Credit 2 and only applies to those organizations that provide building exterior and hardscape management.

**¾ How to Comply:** The LEED Reference Guide for Green Building Operations and Maintenance 2009 Edition provides a comprehensive explanation of the compliance requirements.

6.8.1 The organization shall develop and implement an environmentally preferable, low impact building exterior and hardscape management plan that helps preserve surrounding ecological integrity.

6.8.2 To the extent that the organization delivers the following services, the plan shall address:

6.8.2.1 Maintenance equipment

6.8.2.2 Snow and ice removal

6.8.2.3 Cleaning of building exterior

6.8.2.4 Paints and sealants used on building exterior

6.8.2.5 Cleaning of sidewalks, pavement, and other hardscape

**6.10 Resource Conservation**

The organization may have a written plan that addresses its efforts to conserve resources including cleaning materials, water, energy, and transportation used during the cleaning process.

¾ **Explanation:** This is a purely optional component.