Rockwell Integrated Sciences Center: Green Cleaning Policy

SECTION 1: SCOPE

This Policy and Plan addresses environmental best practices for cleaning the interior of The Rockwell Integrated Sciences Center. Specifically, it addresses purchasing sustainable cleaning, hard-floor and carpet products, and entryway systems; procuring sustainable cleaning equipment; developing and implementing standard operating procedures for effective cleaning; promoting and improving hand hygiene; developing guidelines for handling cleaning chemicals; developing staffing and employee training requirements; collecting and addressing occupant feedback; and establishing procedures for use of chemical concentrates and dilution systems.

The Rockwell Integrated Sciences Center is located along High Street

SECTION 2: GOALS

The goal of this Green Cleaning Policy and Plan is to reduce the 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.

Additionally, as the Rockwell Integrated Sciences Center embodies Lafayette's commitment to sustainability, this Green Cleaning Policy and Plan will increase awareness of green cleaning, and model ways to improve indoor air quality.

SECTION 3: RESPONSIBLE PARTIES

The Assistant Director Custodial/Grounds, with support of the Director of Sustainability, the Supervisor Custodial Operations, and the Assistant Supervisors for Custodial Operations, is responsible for developing and managing the implementation of the Green Cleaning Policy and Plan.

Personnel involved with various elements of the green cleaning program shall carry out their tasks according to this policy, and report all relevant activities to the aforementioned parties. To ensure an effective and coordinated effort, the building staff responsible for overseeing the

Green Cleaning Policy and Plan shall review all proposed cleaning activities before implementation.

Green cleaning strategies for the Rockwell Integrated Sciences Center shall include actions performed by the custodial team.

SECTION 4: QUALITY ASSURANCE CONTROL PROCESS

The Assistant Director Custodial/Grounds, with support of the Director of Sustainability, the Supervisor Custodial Operations, and the Assistant Supervisors for Custodial Operations shall periodically evaluate the success of the Green Cleaning Policy and Plan. This evaluation may include producing and providing a report on an annual basis to senior management. Whenever possible, the annual report shall include an evaluation of the performance, safety, cost and environmental/public health benefits achieved as a result of its implementation.

Prior to implementation, the Assistant Director Custodial/Grounds with help from the Director of Sustainability and the Supervisor for Custodial Operations shall review all proposed cleaning activities. Upon reviewing proposed activities, the responsible party(ies) shall determine if they meet the criteria of the Green Cleaning Policy and approve or deny action.

The responsible party(ies) shall regularly communicate with all cleaning staff, and conduct regular site inspections and evaluations to ensure that the Green Cleaning Policy and Plan is in place and functioning as intended. In addition to ongoing quality control measures, Assistant Director Custodial/Grounds will review all practices and products (typically annually) to identify opportunities for improvement and expansion of environmentally friendly practices.

SECTION 5: CLEANING PRODUCTS

PERFORMANCE METRICS AND MEASUREMENT

The practices listed below shall be implemented, to the extent practicable, with a target goal of 60% of products complying, based on cost. The Responsible Party shall assign staff to track purchase rates of both compliant and noncompliant products.

PRACTICES TO OPTIMIZE USE OF SUSTAINABLE CLEANING PRODUCTS

Cleaning products and materials, including hard-floor and carpet-care products, used at Rockwell Integrated Sciences Center shall, when possible, meet the requirements of IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials.

Product types subject to these requirements include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control, disinfectants, disposable janitorial paper products and trash bags, and hand soaps.

IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials Criteria:

Cleaning products must meet one or more of the following standards:

- Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes;
- UL EcoLogo 2792 (formerly CCD 110), for cleaning and degreasing compounds;
- UL EcoLogo 2759 (formerly CCD 146), for hard-surface cleaners;
- UL EcoLogo 2795 (formerly CCD 148), for carpet and upholstery care;
- Green Seal GS-40, for industrial and institutional floor care products;
- UL EcoLogo 2777 (formerly CCD 147) , for hard-floor care;
- EPA Safer Choice Standard; and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Safer Choice Standard requirements, as appropriate for use patterns and marketing claims).

Disinfectants, metal polish, or other products not addressed by the above standards must meet one or more of the following standards

- UL EcoLogo 2798 (formerly CCD 112), for digestion additives for cleaning and odor control;
- UL EcoLogo 2791 (formerly CCD 113), for drain or grease trap additives;
- UL EcoLogo 2796 (formerly CCD 115/107), for odor control additives;
- Green Seal GS-52/53, for specialty cleaning products;
- California Code of Regulations maximum allowable VOC levels for the specific product category;
- EPA Safer Choice Standard; and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Safer Choice Standard requirements, as appropriate for use patterns and marketing claims).

Disposable janitorial paper products and trash bags must meet the minimum requirements of one or more of the following programs

- EPA comprehensive procurement guidelines, for janitorial paper;
- Green Seal GS-01, for tissue paper, paper towels and napkins;
- UL EcoLogo 175 Sanitary Paper Products, for toilet tissue and hand towels
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers;
- FSC certification, for fiber procurement;
- EPA comprehensive procurement guidelines, for plastic trash can liners; and/or
- California integrated waste management requirements, for plastic trash can liners (California Code of Regulations Title 14, Chapter 4, Article 5, or SABRC 42290-42297 Recycled Content Plastic Trash Bag Program).

Hand soaps and hand sanitizers must meet one or more of the following standards

- no antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements);
- Green Seal GS-41, for industrial and institutional hand cleaners;
- UL EcoLogo 2784 (formerly CCD 104), for hand cleaners and hand soaps;
- UL EcoLogo 2783 (formerly CCD 170), for hand sanitizers;
- EPA Safer Choice Standard.

APPROVED PRODUCT LIST

The products listed below are approved for use. Products beyond those listed here must be submitted for approval prior to use.

Building Specific Products

Product Type	**Manufacturer/Product Name**	**Sustainability Criteria Met**
Toilet Tissue	Nittany Paper 5218 Toilet Tissue	U.S EPA Comprehensive Procurement Guidelines for Janitorial Paper
Paper Towels	Nittany Paper NP350N	U.S EPA Comprehensive Procurement Guidelines for Janitorial Paper
Paper Towels	Nittany Paper NP5301	U.S EPA Comprehensive Procurement Guidelines for Janitorial Paper
Trash Bags and Recycling Bags	Sigma Plastics – Custom Bag Black and Clear Bags 40”X50”	U.S EPA Comprehensive Procurement Guidelines for Plastic Trash Can Liners

Hand Soap	GOJO Excelon® Botanical Foam Handwash - ADX-12™	UL EcoLogo certified
Glass Cleaner	3M™ Twist 'n Fill™ 1L Glass Cleaner – 2L	Green Seal™ GS-37 Certification
General Purpose Cleaner	3M™ Twist 'n Fill™ 3H Neutral Cleaner - 2 L, Gray Cap	Green Seal™ GS-37 Certification
General Purpose Cleaner	3M™ Twist 'n Fill™ 8L General Purpose Cleaner - 2 L	Green Seal™ GS-37 Certification
General Purpose Cleaner	3M™ Twist 'n Fill™ 34L Peroxide Cleaner -2 L, Gray Cap	Green Seal™ GS-37 Certification
Floor Cleaner	3M™ 3-in-1 Floor Cleaner Concentrate 24H	Green Seal™ GS-37 Certification

SECTION 6: CLEANING EQUIPMENT

PERFORMANCE METRICS AND MEASUREMENT

All newly acquired cleaning equipment shall comply with the criteria listed below. The Responsible Party shall assign staff to track the percentage of all equipment that meets the criteria, based on cost or number of pieces of equipment, with a target of 10% of equipment complying.

PRACTICES TO OPTIMIZE USE OF SUSTAINABLE CLEANING EQUIPMENT

Purchase Criteria

All new equipment acquisitions shall comply with the requirements of IEQc3.4: Green Cleaning, Sustainable Cleaning Equipment:

- Vacuum cleaners meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program— Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and shall operate with a sound level less than 70dBA.
- Carpet extraction equipment for restorative, deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor equipment—e.g., electric and battery-powered floor buffers and burnishers—is equipped with vacuums, guards and/or other devices for capturing fine particulates, and operates with a sound level less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emission engines with catalytic converters and mufflers that meet California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size, and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and onboard chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- Battery-powered equipment is equipped with environmentally preferable gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

Record-keeping

A log shall be kept for all powered cleaning equipment to document the date of purchase and all repair and maintenance activities. Vendor cut sheets for all equipment used onsite shall be stored onsite. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications.

APPROVED EQUIPMENT LIST

The equipment listed below is approved in the event of new equipment acquisition. Equipment beyond that listed here must be submitted for approval prior to acquisition.

Building Specific Equipment

Equipment Type	Manufacturer/Model	Sustainability Criteria Met

Upright Vacuum	Windsor Kärcher Group Sensor S2 12 inch	CRI's Seal of Approval (SOA) program- Silver
Upright Vacuum	Windsor Kärcher Group Versamatic 18, Model VS18	CRI's Seal of Approval (SOA) program- Silver
Upright Vacuum	Windsor Kärcher Group Sensor S2 HEPA Upright Vacuum - 12"	CRI's Seal of Approval (SOA) program-
Commercial Rider- Auto Scrubber	Windsor Kärcher Group Chariot 2 iVac 24 ATV	CRI's Seal of Approval (SOA) program-Bronze
Commercial Rider- Auto Scrubber	Windsor Kärcher Group Chariot 3 CV 86/1 RS Bp	CRI's Seal of Approval (SOA) program-Bronze
Commercial Deep Cleaning Extractor	Noble Industries Strive	CRI's Seal of Approval (SOA) program-Bronze
Commercial Deep Cleaning Extractor	Windsor Kärcher Group Dominator 250, Model D250	CRI's Seal of Approval (SOA) program-Silver
Commercial Deep Cleaning System	Windsor Kärcher Group Cadet, Model CDT7	CRI's Seal of Approval (SOA) program-Platinum
Commercial Deep Cleaning System	Windsor Kärcher Group Clipper 12, Model CLP12	CRI's Seal of Approval (SOA) program-Platinum
Commercial Deep Cleaning System	Windsor Kärcher Group Clipper Duo, Model CLP DUO	CRI's Seal of Approval (SOA) program-Platinum
Commercial Wide area walk behind vacuum	Tennant Co. V-WA-30	CRI's Seal of Approval (SOA) program-Bronze

SECTION 7: HARD-FLOOR AND CARPET MAINTENANCE

PERFORMANCE METRICS AND MEASUREMENT

Floor-care maintenance shall consistently be performed according to written protocols, without exception. QC checks will be used to ensure 100% adoption.

PRACTICES TO OPTIMIZE HARD-FLOOR AND CARPET MAINTENANCE

- The floor and carpet maintenance program at the Rockwell Integrated Sciences Center is designed to use few, or no, harmful chemicals; remove and eliminate irritating dust, dirt and other contaminants; and protect and preserve floors.
- A battery charged floor scrubber will be used
- To minimize chemical use, the Rockwell Integrated Sciences Center has reduced the frequency of stripping or removing coatings to every five to seven years and is able to maximize the floor's longevity, thereby conserving cleaning and floor restoration materials and minimizing occupants' exposure to harmful chemicals.
- A written floor maintenance plan and log shall be maintained, which details the number of coats of floor finish being applied as the base and other applications (top coat), along with all relevant maintenance/restoration practices and the dates and duration of these activities.
- Hard floors will be burnished weekly, and machine scrubbed quarterly. Carpet will be vacuumed nightly, and extracted annually.

SECTION 8: ENTRYWAY SYSTEMS

PERFORMANCE METRICS AND MEASUREMENT

Protocols promoting effective use of entryway systems shall be wholly adopted. Quality control checks shall be used to ensure 100% adoption.

- Grilles / grates – For the main entry doors at Levels 1 and 3, we are using entrance floor grilles and they are purchased with the Contractor and installed as a part of the construction project.
- The College will need to provide the secondary entrance walk off mats. I assumed these to be similar to what we have in 901, and likely other buildings (I just need to look down when I walk into buildings more often to quote which ones have them)

PRACTICES TO OPTIMIZE USE AND MAINTENANCE OF ENTRYWAY SYSTEMS

All entryways and entrances into Rockwell Integrated Sciences Center are equipped with walk-off mats, grilles, or grates.

- Walk-off mats at all primary entrances shall be cleaned daily. These systems shall be a minimum of 10 feet long in the direction of travel.
- Grilles for the main entry doors at Levels 1 and 3 shall be vacuumed and surface cleaned daily. Grille wells shall also be cleaned during this process and mopped weekly.
- The walk-off mats shall be professionally cleaned on a monthly basis and thoroughly vacuumed nightly. The flooring beneath the mats shall be vacuumed and mopped on a weekly basis as well.
- Secondary entrances shall also have walk-off mats of 10–12 feet in length to capture initial loose particles entering the building. These mats must be vacuumed daily and the floor beneath shall be vacuumed and mopped on a weekly basis.

SECTION 9: HAND HYGIENE

PERFORMANCE METRICS AND MEASUREMENT

Protocols promoting hand hygiene shall be wholly adopted. QC checks will be used to ensure 100% adoption.

PRACTICES TO OPTIMIZE HAND HYGIENE

Strategies for promoting and improving hand hygiene.

- All bathrooms shall have Go Jo soap dispensers installed.
- The soap shall be Green Seal Certified lotion soap.
- All bathrooms will have roll type paper towel dispensers installed.
- The building will have a minimum of two alcohol based hand sanitizer stations installed for use of occupants and visitors.
- The sanitizer will be a waterless sanitizer that does not require rinsing of the hands after use.

SECTION 10: HANDLING AND STORAGE OF CLEANING CHEMICALS

PERFORMANCE METRICS AND MEASUREMENT

Protocols governing safe handling and storage of cleaning chemicals shall be wholly adopted. QC checks will be used to ensure 100% adoption.

PRACTICES TO OPTIMIZE HANDLING AND STORAGE OF CLEANING CHEMICALS

The following protocols have been established to mitigate spills, leaks and mismanagement.

Storage

- Cleaning chemicals in the Rockwell Integrated Sciences Center will be stored in locked janitorial closets.
- Each floor has its own custodial closet. The custodial closet on level 1 adjacent to the elevator is the largest and provides additional storage.
- Workers access chemicals at the beginning of their shift and as needed.
- There is a hanging device for mops and a floor drain

Chemical Dilution systems

(See Section 11)

MSDS Storage

- The cleaning chemical supplier is required to provide accurate MSDSs for all chemicals delivered to the building.
- MSDSs are filed, in duplicate, in the secure environmental health and safety storage room in the 901 Bushkill office building in clearly labeled binders.
- The cleaning chemical supplier maintains a toll-free hotline that can be called in the event of spills or accidents to access safety data and protocols.

Emergency Procedures

Safe handling and storage of cleaning chemicals.

- All cleaning chemicals will be stored inside of the custodial closet.
- This closet will be locked and unavailable to students.
- The closet should have an automatic door closer installed and a lockset installed that cannot be kept in an unlocked position.
- The closet will be equipped with a twist & fill dispenser which will automatically mix the cleaning chemical and the water, thus limiting the exposure of undiluted chemical to the custodians.
- The closet should have an exhaust fan in the ceiling for removal of any chemical oders.
- Disposable gloves will be available for handling of all chemicals and for use when cleaning.

- Absorbent material such as speedy dry will be kept in the closet for spills.

SECTION 11: USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS

PERFORMANCE METRICS AND MEASUREMENT

Dilution systems and chemical concentrates shall be wholly utilized for the following product types:

Glass Cleaner	3M™ Twist 'n Fill™ 1L Glass Cleaner – 2L	Green Seal™ GS-37 Certification
General Purpose Cleaner	3M™ Twist 'n Fill™ 3H Neutral Cleaner - 2 L, Gray Cap	Green Seal™ GS-37 Certification
General Purpose Cleaner	3M™ Twist 'n Fill™ 8L General Purpose Cleaner - 2 L	Green Seal™ GS-37 Certification
General Purpose Cleaner	3M™ Twist 'n Fill™ 34L Peroxide Cleaner -2 L, Gray Cap	Green Seal™ GS-37 Certification

PRACTICES TO OPTIMIZE USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS

Chemical concentrates and dilution systems are used according to the procedures below to minimize risk to staff and occupants, and to conserve resources.

Dilution System Description

Dilution systems are located in the main custodial closet on level 1 of the Rockwell Integrated Sciences Center. The dilution system manufacturer is 3M. The 3M, The Twist 'n Fill™ Cleaning Chemical Management System measures products automatically.

- Easy to use - just turn water on, insert bottle, twist and fill

- Versatile bottle and cap design lets you change chemicals in seconds, and tamper-resistant feature helps control chemical mixing away from the dispenser
- Dispenser mounts on wall or, for portability, on cart of cleaning equipment

Protocol for Use

Custodial supervisors schedule on-going trainings for using The Twist 'n Fill™ Cleaning Chemical Management System. Additionally, new custodians are taught how to use the system as a part of the on-boarding process.

Maintenance

The Twist 'n Fill™ Cleaning Chemical Management System is largely maintenance free. The custodial staff will monitor the system for problems, and will order a replacement as necessary.

SECTION 12: CONTAINMENT AND TREATMENT OF LABORATORY CHEMICALS

Lafayette College does note utilize a drain disposal system for the containment and treatment of laboratory chemicals. Below is an excerpt from the College's Hazardous Waste Management outlining hazards associated with disposing of chemicals in drains.

5.4 Laboratory Wastewater

Since any material poured down a drain eventually flows into the City of Easton Sewage Treatment Facility, and ultimately the Delaware River, the College is regulated by the City of Easton Sewer Ordinance and the PA DEP concerning the types and quantities of materials that can enter the sewer system.

In accordance with federal, state, and local regulations, "the indiscriminant drain-disposal of chemicals/materials" is prohibited. Inappropriate disposal of certain chemicals into the sanitary sewer may create a variety of hazards including:

- Fire and/or explosion hazards within the drain system;
- Inadvertent mixing, within the drain system, of incompatible chemicals;
- Corrosion of drain pipes;
- Escape of volatile, toxic and/or malodorous substances;
- Biocidal action on wastewater treatment system microorganisms;
- Addition of unacceptable amounts of toxic substances (e.g., heavy metals) to sewage sludge and effluent.

The outside vendor provides documentation that the materials were properly disposed and tracks disposal.

Protocol for Use

Any RISC occupant disposing of chemicals classified as hazardous must properly label and store the chemicals, until they can be properly disposed by an outside vendor. The occupant may consult with the Environmental Health and Safety Specialist, or the Environmental Health and Safety Supervisor with questions about the process.

SECTION 13: VULNERABLE BUILDING OCCUPANTS

The Rockwell Integrated Sciences Center allows students and faculty 24/7 card access to the building. Thus, to protect vulnerable building occupants, such as pregnant women, children, asthmatics, elderly occupants, individuals with allergies and highly sensitive individuals, cleaning staff from the Rockwell Integrated Sciences Center shall use only low/no VOC cleaning products; they shall perform routine cleaning and floor restoration activities after working hours, when fewer occupants are in the building. The staff shall limit the number of cleaning chemicals used in the building; and they shall maintain a high level of cleanliness thus minimizing the presence of irritants.

SECTION 14: STAFFING AND TRAINING

PERFORMANCE METRICS AND MEASUREMENT

All cleaning personnel shall receive regular training. Vendors shall supply evidence of compliance with training requirements prior to contract award or renewal.

PRACTICES TO OPTIMIZE STAFFING AND TRAINING

All cleaning staff and managers shall receive environmental safety and health training, addressing, at minimum, hazards associated with the use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

Training Topics

- The Custodial Supervisor covers employee safety and health compliance as it relates to the cleaning program.
- The Environmental Health and Safety Specialist provides training on Environmental Health and Safety Regulatory compliance standards—OSHA, EPA, and other local, state, and federal rules and regulations
- The Assistant Director of Facilities and the Environmental Health and Safety Specialist goes over unsafe attitudes and conditions in the work place through Job Safety Analysis—OSHA JSA or JHA (Job Hazard Analysis)
- The Assistant Director of Facilities goes over employee performance improvement, such as accident prevention and record-keeping.
- The Assistant Director of Facilities and the Environmental Health and Safety Specialist go over compliance with health and safety rules, and regulation and confidentiality issues
- The Assistant Director of Facilities and the Environmental Health and Safety Specialist cover safe chemical storage and handling
- The Custodial Supervisor provides information about disposal and recycling of cleaning chemicals, dispensing equipment and packaging

Annual Training Hours

All workers shall receive 3-4 hours of training annually of safety and health training conducted by the Assistant Director of Facilities, the Environmental Health and Safety Specialist, and the Custodial Supervisor.

All workers shall receive 2 hours of training annually on green cleaning conducted by the Assistant Director of Facilities, the Custodial Supervisor, and an external expert on Green Cleaning.

Staffing Plan

To meet cleaning objectives within the building, minimum staffing requirements must be met. Factors such as occupancy rates, seasonal variations and other considerations should be taken into account when adjusting the staffing plan.

Under typical conditions, total cleaning staff time shall be not less than 8 hours per day. Generally, 2 staff members work 8 hours per day to meet these requirements.

Item 6. - Staffing and Training of Maintenance Personnel.

- Staff will consist of experienced College employees.
- Staffing levels are determined by the square footage of the building and/or the number of occupants.

- Training for Green Cleaning will be conducted by a representative from an independent concern on an annual basis. This representative shall be an expert in all areas of Green Cleaning.
- Training on Green Cleaning will augment trainings on sustainability and recycling. The Green Cleaning training will include, but not limited to the following:
    - Proper Green Cleaning methods
    - Green Cleaning Chemical usage and approved recycling procedures
    - Explain the importance of proper use of our automatic dispensing system
    - Explain and common challenges and discuss possible solutions

SECTION 15: OCCUPANT FEEDBACK AND EVALUATION OF NEW TECHNOLOGIES

PERFORMANCE METRICS AND MEASUREMENT

All guests and employees shall have a mechanism by which to provide feedback on cleaning practices.

PRACTICES TO OPTIMIZE OCCUPANT FEEDBACK AND EVALUATE NEW TECHNOLOGIES AND PROCEDURES

Lafayette College has an electronic system for tracking complaints, and work orders related to cleaning called FAMIS. These complaints and work orders will be tracked monthly. If there are concerns about occupant comfort, they will be addressed and tracked through the FAMIS system. Additionally, a green cleaning specialist will do a building audit annually. This will provide outside feedback, and an opportunity for improvement. During this annual audit, 10 percent or more of building occupants will be surveyed either through a building specific email survey, or through in-person discussions.

Additionally, occupants are encouraged to alert the management to any issues relating to the green cleaning program. The Sustainability Director meets regularly with the Assistant Director of Facilities to discuss and vet new ideas, research, and methods for green cleaning technologies, products and procedures.

SECTION 16: TIME PERIOD

This policy shall take effect on September 1, 2019 and shall continue indefinitely or until amended and/or replaced by a subsequent green cleaning policy.