

# LEP 1101 - Green Cleaning Policy (IEQ p3)

## 1250 Broadway - LEED Environmental Program (LEP)

### 1.0 Purpose

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 and systems, and the environment, 1250 Broadway has developed this Green Cleaning Policy.

### 2.0 Policy Scope

1250 Broadway will encourage the purchasing of certified (Green Seal, etc.) green cleaning equipment and products and utilize High Performance Cleaning procedures that improve cleaning effectiveness while reducing staff and tenant exposure to harmful dust, chemicals, and other pollutants/irritants. Standard Operating Procedures and Purchasing activity for the whole building will be included and documented for:

- Cleaning, hard floor, and carpet care products meeting the sustainability criteria outlined in *LEP 1501 – Sustainable Cleaning Products and Materials Program (EQ c3.3)*.
- Cleaning equipment meeting the sustainability criteria outlined in *LEP 1601 – Green Cleaning – Sustainable Cleaning Equipment Program (EQ c3.4)*
- Pollutant Source Reduction (e.g. walk-off mats)
- Proper handling and storage of cleaning products and other maintenance products

### 3.0 Green Cleaning Performance Metric

- 3.1** Cleaning products selected for the program will meet the guidelines in IEQ Credit 3.3 which includes products meeting the standards of: Green Seal GS-37.9, 1, and 41; Environmental Choice CCD-110, 146, 148, 112, 113, 115, 147, 82, 86, and 104; the California Code of Regulations maximum allowable VOC levels; and the U.S. EPA Comprehensive Procurement Guidelines.
- 3.2** The frequency and methodology for all cleaning procedures will be established and tracked in accordance with the High Performance Cleaning procedures outlined in IEQ Credit 3.1
- 3.3** Records and documentation of all guidelines, training, occupant feedback, product purchases, chemical handling, and equipment maintenance procedures.
- 3.4** Cleaning equipment used in the building will meet the performance guidelines established in IEQ Credit 3.4.

### 4.0 Performance goals

- 4.1** 1250 Broadway will strive to identify and use low environmental-impact chemicals while reducing exposure of occupants to chemical hazards. 1250 Broadway will also dispose of and/or recycle cleaning materials and chemicals in a sustainable manner.

### 5.0 Procedure and Strategies

- 5.1** 1250 Broadway will establish standard operating procedures (*LEP 1401 – Green Cleaning – High Performance Cleaning (EQ c3.1)*) that address how an effective green cleaning, hard floor, and carpet maintenance system will be consistently utilized, managed, and audited. This will specifically address cleaning to protect vulnerable building occupants, such as occupants with asthma, other respiratory symptoms, or sensitive/damaged skin.



## **LEP 1101 - Green Cleaning Policy (IEQ p3)**

**1250 Broadway - LEED Environmental Program (LEP)**

- A written floor maintenance plan and log will be kept, detailing the number of coats of floor finish applied, including base and top coats, along with relevant maintenance and restoration practices and the dates of these activities.
- The duration between stripping and refinishing cycles will be documented.

**5.2** 1250 Broadway will develop strategies for promoting and improving hand hygiene, including the following:

- Hand washing supplies and equipment will be maintained in all public bathrooms at all times.
- Educational program must be offered.
- Poster must be provided in lavatories.
- Use of alcohol-based, waterless hand sanitizers will be encouraged in tenant break and copy centers.
- Hand soaps must not contain antimicrobial agents (other than a preservative system), except where required by health codes and other regulations.
- Hands-free dispensers must be used for janitorial paper products to eliminate levers and cranks that users share.

**5.3** 1250 Broadway has developed guidelines addressing pollutant source reduction and the safe handling and storage of cleaning chemicals used in the building, including a plan for handling hazardous spills or mishandling incidents.

- A log should be kept that details all housekeeping chemicals used or stored on premises.
- Cleaning products procured for use in the building should meet the requirements in IEQ Credit 3.3.
- Proper containment, storage and dispensing techniques will be implemented.
- Proper hot and cold water supplies and drain systems should be installed in janitor closets for the use of chemical dispensing and dilution.
- Portion control dilution equipment or pre-measured pouches of chemical concentrates should be used.
- A walk-off matt will be installed and maintained in accordance with IEQ c3.5 requirements.

**5.4** 1250 Broadway will develop requirements for staffing and training maintenance personnel appropriate to the needs of the building. These requirements will specifically address the training of maintenance personnel in the hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging. Training records certifying each person's specific training dates should be documented.