

LEP 1401 - Green Cleaning - High Performance Cleaning (IEQ c 3.1)

1250 Broadway - LEED Environmental Program (LEP)

1.0 Purpose

1250 Broadway is implementing a High Performance Green Cleaning Program that is consistent with the goals set forth in the 1250 Broadway Green Cleaning Policy (LEP 1101), in order to reduce the exposure of building occupants and maintenance personnel to potentially high noise levels and hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, building finishes and systems, and the environment.

2.0 Program Scope

2.1 Areas of the building to be included:

- Lobbies
- Bathrooms
- Tenant Floors
- Elevators
- All other common areas regularly visited by building occupants

2.2 Green Cleaning Products and Equipment

1250 Broadway will purchase certified (Green Seal, etc.) green cleaning equipment and products.

Purchasing activity for the whole building and associated grounds will be included and documented for:

- Cleaning, hard floor, and carpet care products
- Cleaning equipment

3.0 High Performance Cleaning Metric

3.1 Where applicable, cleaning products will meet at least one of the sustainability criteria listed in IEQ Credit 3.3 standards, including:

- Green Seal (GS-37, 40, and 41)
- Environmental Choice (Eco-logo CCD-110, 146, 148, 112, 113, 115, 147, 82, 86, and 104)
- California Code of Regulations maximum allowable VOC levels
- U.S. EPA Comprehensive Procurement Guidelines

3.2 Cleaning equipment (consistent with IEQ c 3.4) will meet the minimum requirements of the approved cleaning equipment of the Carpet and Rug Institute Green Certification Program.

4.0 Performance Goals

All cleaning of the base building and tenant spaces under the management of the facility manager and custodial contractor will meet the guidelines of this program.

5.0 Procedures and Strategies

5.1 Green Cleaning Guidebook

1250 Broadway has developed a [Green Cleaning Guidebook](#) (see appendix), which addresses:



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- A written floor maintenance plan and log that must 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.
- Cleaning products selected to protect vulnerable building occupants, such as occupants with asthma, other respiratory symptoms, or sensitive/damaged skin.

5.2 Hand Hygiene Procedures

The Green Cleaning Guidebook addresses how Maintenance Staff will provide Hand Hygiene options for tenants, and the program will address:

- Hand washing strategies
- Educational program made available through Electronic Tenant Handbook and through e-mail communication
- Posters provided in lavatories
- Alcohol-based hand sanitizers will be encouraged in all tenant break and copy centers.
- Hand soaps will be used that do not contain antimicrobial agents (other than a preservative system), except where required by health codes and other regulations.
- Hands-free dispensers will be used for janitorial paper products to eliminate levers and cranks that users share.

5.3 Green Cleaning Safe Handling Guidelines

The Green Cleaning Guidebook also addresses the storage of cleaning chemicals used in the building, including the handling of hazardous spills or mishandling incidents and addresses the following:

- An ongoing log that details all housekeeping chemicals used or stored on premises.
- Cleaning products procured for use in the building that meet the requirements in IEQ Credit 3.3.
- Proper containment, storage and dispensing techniques.
- Proper hot and cold water supplies and drain systems in janitor closets for the use of chemical dispensing and dilution.
- The proper use of portion control dilution equipment in use.

5.4 Staff Training

Custodial Staff at 1250 Broadway will receive initial and ongoing training (at least annual and as needed for new personnel) using the Green Cleaning Guidebook, which will address:

- The hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging
- The proper use of Green Cleaning Equipment
- Other safety and Green Cleaning information as needed
- Training records certifying each person's specific training dates should be documented.

5.5 Occupant Feedback

1250 Broadway will collect occupant feedback through Work Speed to evaluate new procedures, technologies, and processes.

- Implement an occupant survey and complaint response system (Work Speed system).
- Document survey results and remedial actions taken.



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5.6 Recordkeeping

Records and documentation for all guidelines utilized, cleaning products purchased, cleaning schedules and logs, training logs and sign-in sheets, occupant feedback, and other strategies must be maintained during the Compliance Period.