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| ***Instructions to complete the template for your Green Cleaning Program Guidelines for Tenants****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Complete the Checklist below to confirm your Green Cleaning Program Guidelines for Tenants meets the BEST Practice requirements.*
5. *Note: Ensuring adherence by the tenants to this program is highly encouraged, but it is not required to meet this BEST Practice*
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| ***Checklist****The Green Cleaning Program Guidelines for Tenants must contain the following elements as it pertains to the cleaning services performed by tenants:*[ ]  *Standard Operating Procedures (SOPs) for cleaning activities*[ ]  *Cleaning products certified by a third party*[ ]  *Collection of cleaning logs*[ ]  *Training for tenant cleaning staff.* |

**GREEN CLEANING PROGRAM GUIDELINES FOR TENANTS**

[Date of most recent review]

[Insert Building Name and / or Address]

[Insert Name of Tenant Organization]

[insert Description of Tenant Space – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert date Tenant Program was created / most recent date it was reviewed]

# Introduction and Purpose

A Green Cleaning Program emphasizes the use of environmentally preferred products, maintenance of cleaning equipment and effective cleaning practices.

# Responsibilities

[Insert Name], Tenant Facility Manager ([Insert Name of Tenant Organization]) of [Insert Location of Tenant Space, Building Name], is responsible for the following:

* Monitor cleaning practices implemented within the tenant space to confirm that the guidelines stated in this program document are met.
* Clarify the extent of cleaning practices managed by the tenant’s Cleaning Contractor, [Insert Name of Custodial Services Organization].
* Obtain the following from the [Insert Name of Tenant Custodial Services Organization]:
	+ Detailed maintenance Standard Operating Procedures (SOP’s) that outline project-specific cleaning procedures;
	+ List of cleaning products in use within the tenant space, showing whether they meet EcoLogo or Green Seal standards; and
	+ At regular intervals, detailed cleaning logs that describe the activities carried out, the times they were carried out and by whom.
* Perform random checks to confirm that the cleaning products and materials used in the tenant space meet the sustainability criteria outlined in this document.
* [Oversee [Insert Name of Tenant Custodial Services Organization]’s service delivery process and confirm that they are providing cleaning services that meet the guidelines stated in this program document.]

*Delete last bullet if not applicable to your building.*

*The Property Manager of the building seeking BOMA BEST certification is encouraged to engage with the respective tenants leasing space in the building regarding their cleaning practices. Use this document to facilitate discussions and encourage greener cleaning practices and the use of more environmentally-friendly cleaning alternatives.*

# Strategy

## Green Cleaning Goals

Green cleaning practices help reduce both occupant and building cleaning staff exposure to potentially harmful contaminants and environmental irritants. Green cleaning products also reduce the negative impact of hazardous cleaning chemicals and related pollutants on the environment.

## Standard Operating Procedures

[Briefly describe the cleaning / janitorial services delivered by the Tenant Cleaning Contractor.]

Refer to **Appendix A** for the Standard Operating Procedures (SOPs) implemented by the Tenant’s Cleaning Contractor.

## Green Cleaning Product Considerations

It is recommended that the cleaning products and materials used in the tenant space meet the sustainability criteria outlined in **Appendix B**.

**Appendix C** includes a list of the cleaning products in use within the tenant space.

## Documentation

**Appendix D** includes a sample of detailed cleaning logs that describe the cleaning activities carried out within the tenant space, the times they were carried out and by whom.

# Time Period

This program was implemented on [Insert Date] and will be reviewed and updated at least once a year.

Appendix A: Standard Operating Procedures

*Insert Tenant Cleaning Contractor’s detailed maintenance Standard Operating Procedures for the cleaning activities they deliver at within the tenant space.*

Appendix B:

Suggested Sustainability Criteria – Cleaning Products and Materials

A minimum of 50% of all cleaning products, materials and equipment including chemical dilution systems shall comply with the standards[[1]](#footnote-2) outlined below. Accepted third-party certifications include: EcoLogo, Green Seal, US EPA Safer Choice, GREENGUARD, Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), or Sustainable Forest Management Standard (SFMI).

**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

**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

**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
* 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 Design for the Environment Program’s standard for safer cleaning products

Appendix C: Cleaning Products in use within the Tenant Space

*Insert the list of cleaning products in use within the Tenant Space.*

Appendix D: Cleaning Logs

*Insert sample of detailed cleaning logs that describe the cleaning activities carried out by the Tenant Cleaning Contractor, the times they were carried out and by whom.*

1. For projects outside the U.S., a local equivalent is any Type 1 eco-labeling program as defined by ISO 14024: 1999 developed by a member of the Global Eco-labelling Network may be used in lieu of Green Seal or UL standards. [↑](#footnote-ref-2)