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| ***Instructions to complete the template for your Green Cleaning Program***  *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. *Additional Resources[[1]](#footnote-2) can be found here:*  * *Example of Green Cleaning Program* [*Action Plan*](https://www.nwf.org/~/media/PDFs/Eco-schools/Healthy%20Schools%20Pathway/Green_Cleaning_Program_Action_Planx.ashx) *for Schools* * [*Green Clean Program Resource Guide*](http://www.edu.gov.on.ca/eng/policyfunding/greenclean_guide.pdf) *(Minister of Environment)*  1. *Complete the Checklist below to confirm your Green Cleaning Program meets the BEST Practice requirements.* |

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| ***Checklist***  *The Green Cleaning Program must include:*  *Standard Operating Procedures (SOPs) that outline building-specific cleaning procedures (insert as attachment Appendix A)*  *List of cleaning products and materials in use at the building, showing whether they meet EcoLogo or Green Seal standards (insert as attachment Appendix C)*  *50% of all cleaning products and materials are certified by a listed third-party organization*  *Detailed cleaning logs that describe the activities carried out, the times they were carried out and by whom (insert as attachment Appendix D)*  *Training for building cleaning staff*  *Annual review and updating*  *Demonstration of implementation is required*  *Documents to be included under Appendices A, C and D can be obtained from the Custodial Services Organization you have contracted to deliver Green Cleaning Services at your building:* |

**GREEN CLEANING PROGRAM**

[Date of most recent review]

[Insert Building Name and / or Address]

[Insert Name of Organization]

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

# Introduction and Purpose

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

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.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Monitor cleaning practices implemented at the building to confirm that the guidelines stated in this program document are met.
* Outline the extent of cleaning practices managed by [Insert Name of Organization] and what is managed by the Cleaning Contractor, [Insert Name of Custodial Services Organization].
* [delete if not applicable] Oversee [Insert Name of Custodial Services Organization]’s service delivery process and confirm that they are providing cleaning services that meet the guidelines stated in this program document.
* Liaise with the Cleaning Contractor and confirm that the custodial team receives the same (if not better) training as it pertains to the expectations outlined in the Green Cleaning Program.
* Confirm frequency of training sessions, tracking evidence of training received and maintain training records.
* Perform random checks to confirm that the cleaning products and materials used in the building meet the sustainability criteria outlined in this document.

## Training

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name] will identify training requirements for property management and building maintenance staff relating to the implementation of the Green Cleaning Program. This will include training related to use of environmentally preferred products, maintenance of cleaning equipment, effective cleaning and keeping cleaning logs.

[Briefly outline applicable staff training required / delivered.]

*Discuss with your Custodial Services Provider the type of training that may benefit your property management and building maintenance staff members as it applies to green cleaning.*

*Check your staff’s current competencies in this area and identify additional training required and determine when it will need to be completed.*

# Strategy

## Standard Operating Procedures

[Describe the cleaning / janitorial services completed by the building management team and the custodial services delivered by the Cleaning Contractor.]

Refer to **Appendix A** for the Standard Operating Procedures (SOPs) implemented at the building.

## Green Cleaning Product Requirements

The cleaning products and materials used in the building are required to meet the sustainability criteria outlined in **Appendix B**.

**Appendix C** includes a list of the cleaning products in use at the building.

## Documentation

**Appendix D** includes a sample of detailed cleaning logs that describe the cleaning activities carried out, 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 the Cleaning Contractor’s detailed maintenance Standard Operating Procedures for the cleaning activities they deliver at the building.*

Appendix B: 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[[2]](#footnote-3) 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 at the Building

*Insert the list of cleaning products in use at the building, by both the building management / operations team as well as those used by the Cleaning Contractor.* *A minimum of 50% of all cleaning products, materials and equipment including chemical dilution systems must be certified by one of the following third-party organizations: EcoLogo, Green Seal, US EPA Safer Choice, GREENGUARD, Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), or Sustainable Forest Management Standard (SFMI).*

Appendix D: Cleaning Logs

*Insert sample of detailed cleaning logs that describe the cleaning activities carried out, the times they were carried out and by whom. These cleaning logs cover cleaning done by both the building management / operations team as well as the Cleaning Contractor.*

1. *The additional resources presented above are suggestions and not intended as an endorsement by BOMA Canada of any method, process or specific product* [↑](#footnote-ref-2)
2. 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-3)