



Attachment A. - Green Cleaning Guidelines

Goal:

The goal of the Presidio Trust Green Cleaning Guidelines is to reduce the environmental impact of cleaning practices within the Presidio by encouraging the use of LEED's Existing Building Operations and Maintenance (EBOM) Green Cleaning Policy, and subsequent Indoor Environmental Quality (IEQ) requirements. The Presidio Trust encourages adherence to LEED's Green Cleaning Policy to reduce levels of chemical, biological and particulate contaminants that can compromise air quality, human health, building finishes, building systems and the environment. The Presidio Trust also recognizes GreenSeal and Environmental Protection Agency (EPA) green cleaning standards, encouraging their use in accordance with LEED's Green Cleaning Policy within the Presidio.

A key part of the Presidio Trust Management Plan is to apply sustainable design practices and promote energy and water conservation, waste reduction and recycling, and clean technologies.

The Presidio Trust strives to continually improve its green cleaning standards, encouraging that all cleaning and janitorial services within the Presidio boundaries meet the Green Cleaning Guidelines below.

Green Cleaning Guidelines:

- Cleaning materials and supplies meet LEED, Green Seal and Environmental Choice standards (see Appendix A).
- Janitorial paper supplies, trash can liners and durable goods meet recovered content standards set by the US Environmental Protection Agency (see Appendix B).
- Cleaning equipment meets LEED EBOM's IEQ requirements for sustainable cleaning equipment (see Appendix C).
- A score of 3 or less is achieved on an APPA "Custodial Staffing Guideline" self-audit (see Appendix D).
- Energy, water and material-conserving practices and products are used to save resources and related costs.
- Biodegradable, recyclable, and recycled products are used when applicable.
- Public entryways have place mats inside and low maintenance landscaping is used to minimize debris and pests that can be tracked into building.
- An Integrated Pest Management plan is implemented as needed to exclude and eliminate pests in the least toxic method. (Contact Presidio Trust Pest Management Department in case of infestation)
- Staff training is provided for proper purchasing, storage, handling and disposal of cleaning equipment, materials and supplies.
- Ensure that any staff or contractors handling cleaning supplies are trained in proper safety and Personal Protection Equipment (PPE), handling storage and disposal, spill prevention and spill response. Develop a safety and spill response standard operating procedure (SOP) and maintain all MSDS sheets as required.
- Continually track environmental purchasing, monitor progress and improve practices.
- Review program annually, conduct self-audit, and train staff.
- Additionally, premises shall not be used in any manner that would prevent, make more difficult, or interfere with the Trust's efforts to achieve LEED certification.



Appendix A. – LEED Requirements for Purchasing Sustainable Cleaning Products and Materials

The Presidio Trust Green Cleaning Guidelines incorporates LEED maintenance standards to reduce the environmental impacts of cleaning products, disposable janitorial paper products and trash bags. The link below provides LEED's IEQ requirements for cleaning products, disinfectants, metal polish, floor finishes, strippers, disposable janitorial paper products, trash bags, and hand soaps to be used by in-house staff or outsourced service providers.

LEED Requirements:

Follow the link below and download the available PDF for the LEED requirements. Use the table of contents to find the Indoor Environmental Quality and green cleaning subcategories.

<http://www.usgbc.org/resources/leed-v4-building-operations-and-maintenance-ballot-version>

Green Products & Services:

The link below may be used as a tool to help you find cleaning products, disposable janitorial paper products, and trash bags, which meet LEED standards and the Presidio Trust Green Cleaning Guidelines.

<http://www.greenseal.org/FindGreenSealProductsAndServices.aspx>



Appendix B. – EPA Recommendations for Recovered Content Ranges of Cleaning Products and Materials

The Presidio Trust uses The U.S. Environmental Protection Agency (EPA) recommended recovered materials content level ranges for office recycling/waste receptacles, plastic trash bags, and sanitary tissue products. Please use the links below, which provide EPA specifications for commercial/industrial sanitary tissue products, plastic trash bags, and recycling/waste containers.

Sanitary Tissues Products:

<http://www.epa.gov/wastes/consERVE/tools/cpg/products/paperproducts.htm>

Plastic Trash Bag / Office Recycling Containers and Office Waste Receptacles:

<http://www.epa.gov/wastes/consERVE/tools/cpg/products/nonpaperoffice.htm>



Appendix C. – LEED Requirements for Sustainable Cleaning Equipment

The Presidio Trust's non-residential tenant is expected to use cleaning equipment which meets the following LEED EBOM requirements.

- Vacuum cleaners are certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level less than 70dBA
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment should include vacuums, guards, and other devices for capturing fine particulates, and operates with a sound level of less than 70dBA.
- Propane-powered floor equipment has a high-efficiency, low-emissions engines with catalytic converters and mufflers to meet the California Air Resources Board (CARB) and Environmental Protection Agency (EPA) standards for specific engine size and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternately, 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.
- Keep log of all powered cleaning equipment to document the date of purchase and all maintenance activities and spec sheets.

Evaluate the powered cleaning equipment annually and make a plan for upgrading to equipment that reduces building contaminants and minimizes environmental impact.



Appendix D. – APPA Self Audit – Custodial Effectiveness Assessment

The Presidio Trust uses Association of Physical Plant Administrators (APPA) cleaning guidelines to measure tenants' custodial standards. Tenants self-audit must achieve a score of 3 or less via APPA "Custodial Staffing Guideline". The link below provides a summary of key indicators for each of APPA's five levels of cleanliness.

APPA Levels of Cleaning:

http://www.local39training.org/courses/support/LEED/course4/APPA_Five_Levels_of_Clean.pdf