

## GREEN CLEANING STANDARDS

The City of Berkeley is committed to providing a healthy and safe environment to the community, all building occupants, and building maintenance and custodial personnel at all of its facilities. The City embraces its obligation pursuant to Berkeley Municipal Code Chapter 12.29 “... *to promote the health, safety, and general welfare for the community by minimizing health risks, improving air quality, protecting the quality of ground and surface water, minimizing consumption of resources, and minimizing the City’s contribution to global climate change by implementing in a phased manner, as provided in this chapter, the City’s use of a precautionary principle approach in its decisions.*”

It is the intent of this policy to outline specific cleaning practices to be employed at all City facilities that will ensure and maintain good indoor air quality, protect the health and comfort of all building occupants, maintain clean buildings, and provide a safe working environment for maintenance staff and custodial personnel.

1. **Cleaning Products:** Cleaning products must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.3 as well as with the following standards:
  - 1.1. As adopted by City Council Resolution No. 62,693-N.S. the *Environmentally Preferable Purchasing Policy* all cleaning or disinfecting products shall at a minimum meet Green Seal Standards for environmental preferability and performance and shall use products with the lowest amount of volatile organic compounds (VOCs).
  - 1.2. In the event of the non-availability of Green Seal products, cleaning products must comply with the California Code of Regulation for maximum allowable VOC levels. The City will work with the custodial provider to determine the more environmentally preferable product in lieu of a conventional version of the cleaning agent.
  - 1.3. All cleaning products to the fullest extent practicable shall not contain, emit, or create the following:
    - 1.3.1. Carcinogens and reproductive toxins
    - 1.3.2. Persistent bioaccumulative toxicants
    - 1.3.3. Compounds toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers
    - 1.3.4. Substances that contribute to photochemical smog, tropospheric ozone production, or poor indoor air quality
  - 1.4. All cleaning products must be approved by the City and the Building Maintenance Supervisor must have in his/her possession an accompanying “Material Safety Data Sheet” detailing a product’s chemical composition prior to any use of such product on City premises.
2. **Cleaning Supplies:** Cleaning supplies must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.3 as well as with the following standards:
  - 2.1. Handsoaps in all restrooms may not contain antimicrobial agents, except where required by health codes and other regulations.
  - 2.2. Dispensed hand sanitizer in staff and public areas is waterless alcohol-based.
  - 2.3. Paper dispensers must be City standard.
  - 2.4. Paper products and janitorial paper products are to be unbleached or are processed without chorine or chlorine derivatives, whenever possible.
  - 2.5. Paper towels and tissues must be 100% post consumer content.
  - 2.6. Toilet paper must be 100% post consumer content.

- 2.7. Microfiber products must be used for dust mops, wet mops, high dusters, and hand dust cloths to eliminate the use of disposable and chemically treated cleaning tools.
  - 2.8. U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Trash Can Liners.
  - 2.9. Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
3. **Cleaning Equipment:** Cleaning equipment must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.4 as well as with the following standards:
    - 3.1. All powered maintenance equipment including floor buffers, burnishers, and automatic scrubbers must be equipped with vacuums, guards and/or other devices for capturing fine particulates.
    - 3.2. All hot water extraction equipment for deep cleaning carpet must be capable of removing sufficient moisture such that carpets will dry in less than 24 hours.
    - 3.3. All floor equipment must have rubber bumpers in order to reduce damage to building surfaces.
    - 3.4. Equipment is ergonomically designed and takes into consideration factors such as weight, dimensions, and adjustability for sizing.
4. **Handling and Storage of Cleaning Materials:** Maintenance staff and custodial personnel must abide with the following safety procedures:
    - 4.1 Only cleaning products and supplies approved by the City may be brought onto and used at City facilities.
    - 4.2 Mop heads, dusting cloths, and sponges will be changed on a regular basis that shall not be less than once per week or whenever visible dirt or odors are present.
    - 4.3 Storage areas that contain cleaning products will be secured at all times
    - 4.4 Containers will be securely closed when not in use and clearly labeled displaying chemical content
    - 4.5 Custodial storage areas and closets will be kept clean and free of standing water
    - 4.6 Quarterly facility inspections will be conducted by the City of Berkeley to verify compliance with the City's health and safety program to identify, evaluate, and prevent occupational hazards or unsafe acts before they occur and result in illness or injury
    - 4.7 In the event of a hazardous material emergency, including chemical spills, staff and servicing personnel are instructed to immediately contact the Public Safety Dispatch desk at 981-5900 and to implement procedures as detailed in the City's Employee Emergency Action Plan manual – response procedures are posted on staff bulletin boards and included in procedures manuals located at service desks.