

- I. **SCOPE:** This program applies to the interior common areas and tenant space of 125 Broad St. located at 125 Broad St. New York, NY 10004, and provides guidelines for green cleaning. This program is reviewed annually, and shall continue indefinitely or until amended and/or replaced by a subsequent program.
- II. **GOALS:** Green Cleaning conserves resources and limits exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems, and the environment. Personnel involved with various elements of the green cleaning program shall carry out their tasks according to this program. To ensure an effective and coordinated effort, the building staff responsible for overseeing the Green Cleaning Policy and Program shall review all proposed cleaning activities before implementation.
- a. Products: **100% of consumables are sustainable**
  - b. Equipment: **50% of existing inventory and 100% of new purchases have sustainable labels**
- III. **IMPLEMENTATION** – Follow the standards and guidance in this policy for all cleaning activities. Refer to the janitorial vendor’s green cleaning program for detailed procedures.
- a. Cleaning Product Purchases
    - Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes
    - Environmental Choice CCD-110, for cleaning and degreasing compounds
    - Environmental Choice CCD-146, for hard-surface cleaners
    - Environmental Choice CCD-148, for carpet and upholstery care.
- Disinfectants, metal polish, floor finishes, strippers or other products not addressed by GS-37 or Environmental Choice CCD-110, 146, or 148 shall meet at least one of the following standards for the appropriate category:
- Green Seal GS-40, for industrial and institutional floor-care products
  - Environmental Choice CCD-112, for digestion additives for cleaning and odor control
  - Environmental Choice CCD-113, for drain or grease-trap additives
  - Environmental Choice CCD-115, for odor-control additives
  - Environmental Choice CCD-147, for hard-floor care
  - California Code of Regulations maximum allowable VOC levels for the specific product category.
- Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:
- U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
  - FSC certified (Forest Stewardship Counsel)

- Green Seal GS-09, for paper towels and napkins
- Green Seal GS- 01, for tissue paper
- Environmental Choice CCD-082, for toilet tissue
- Environmental Choice CCD-086, for hand towels
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

Hand soaps 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 (i.e., food service and health care requirements)
- Green Seal GS-41, for industrial and institutional hand cleaners
- Environmental Choice CCD-104, for hand cleaners and hand soaps.

**APPROVED PRODUCT LIST**

The products listed below are approved for use. Products beyond those listed here must be submitted for approval prior to use.

Product Type	Manufacturer/Product Name	Sustainability Criteria Met
*Note: Any products meeting the above criteria are approved for use. Others specifically approved for use at 125 Broad St. can be found below.		
Paper Towels	Scott #01807 C-Fold Towels	EcoLogo & FSC Certified for hand towels
Toilet Tissue	GP 198 Toilet Tissue	Green Seal GS-01 & FSC certification
Toilet Tissue	Envision 1448 1 ply	EPA Comprehensive Procurement Guidelines & FSC certification
Toilet Tissue	Scott 07006 JRT TT	EPA Comprehensive Procurement Guidelines & FSC certification
Toilet Tissue	Enmotion #89460	EPA Comprehensive Procurement Guidelines & FSC certification
Cleaner	Clean by Peroxy	Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners for industrial and institutional purposes
Cleaner	Tribase Multi Purpose	Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners for industrial and institutional purposes
Cleaner	Emeral Plus Crème Cleaner	Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners for industrial and institutional purposes

**b. Cleaning equipment purchases**

- Vacuum cleaners meet the requirements of the Carpet and Rug Institute “Green Label” Testing Program— Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and shall operate with a sound level less than 70dba.
- Carpet extraction equipment for restorative, deep cleaning is certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.
- Powered floor equipment—e.g., electric and battery-powered floor buffers and burnishers—is equipped with vacuums, guards and/or other devices for capturing fine particulates, and operates with a sound level less than 70dba.
- Propane-powered floor equipment has high-efficiency, low-emission engines with catalytic converters and mufflers that meet California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size, and operate with a sound level of less than 90dba.
- Automated scrubbing machines are equipped with variable-speed feed pumps and onboard chemical metering to optimize the use of cleaning fluids. Alternatively, 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.
- A log shall be kept for all powered cleaning equipment to document the date of purchase and all repair and maintenance activities. Vendor cut sheets for all equipment used onsite shall be stored onsite. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications.

**APPROVED EQUIPMENT LIST**

The equipment listed below is approved in the event of new equipment acquisition. Equipment beyond that listed here must be submitted for approval prior to acquisition.

<b>Equipment Type</b>	<b>Manufacturer/Model</b>	<b>Sustainability Criteria Met</b>
Extractor	Advance AD-56265000 18 FLX	CRI Approved Bronze Rated
Vacuum	Clean Max CMPS-1N pro-series	CRI Approved Silver Rated
Vacuum	Clean Max CMPS-1N pro-series	CRI Approved Silver Rated
Burnisher	Tenant 9007347 1600 NDC	70 dBA
Floor Machine	Tenant FM-20-DS 9007336	60 dBA
Floor Machine	Tenant FM-17-SS 9007330	60 dBA
Vacuum	Koblenz U80Z	CRI Approved Silver Rated

c. Hard-floor and carpet maintenance

**PRACTICES TO OPTIMIZE HARD-FLOOR AND CARPET MAINTENANCE**

- The floor and carpet maintenance program at 125 Broad St. is designed to use few, or no, harmful chemicals; remove and eliminate irritating dust, dirt and other contaminants; and protect and preserve floors.
- To minimize chemical use, 125 Broad St. has reduced the frequency of stripping or removing coatings to as needed and is able to maximize the floor’s longevity, thereby conserving cleaning and floor restoration materials and minimizing occupants’ exposure to harmful chemicals.
- A written floor maintenance plan and log shall be maintained, which details the number of coats of floor finish being applied as the base and other applications (top coat), along with all relevant maintenance/restoration practices and the dates and duration of these activities.

d. Entryway systems

**PRACTICES TO OPTIMIZE USE AND MAINTENANCE OF ENTRYWAY SYSTEMS**

All entryways and entrances into 125 Broad St. are equipped with walk-off mats:

- Walk off mats at all primary entrances shall be vacuumed and any spots removed daily and extracted weekly. The flooring underneath the mats will be dust mopped with a microfiber mop and wet mopped on a nightly basis.
- Any secondary entrance mats will be vacuumed and any spots removed daily and extracted weekly. The flooring underneath shall be dust mopped and wet mopped nightly.

- Walk off mats are policed during the day shift to assure they are debris free and vacuumed according to times specified.
- e. Protect vulnerable building occupants
- To protect vulnerable building occupants, such as pregnant women, children, asthmatics, elderly occupants, individuals with allergies and highly sensitive individuals, use only low/no VOC cleaning products
  - Perform routine cleaning and floor restoration activities after working hours when the majority of occupants have left the building
  - Limit the number of cleaning chemicals used in the building
  - Maintain a high level of cleanliness thus minimizing the presence of irritants
- f. Hand hygiene

**PRACTICES TO OPTIMIZE HAND HYGIENE**

- All restroom facilities, including those in guest rooms, public areas and back-of-house spaces shall include appropriate approved hand soaps.
  - Use of hand soaps that do not contain antimicrobial agents (other than as a preservative system) except where required by health codes and other regulations (i.e. food services and health care requirements).
  - Per regulations, hand-hygiene notices will be placed in all employee rest rooms.
  - The development of strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizer.
- g. Handling and storage of cleaning chemicals
- Storage: Cleaning chemicals are stored in a single-locked janitorial closet on the lower level. Workers access chemicals at the beginning of their shift and as needed. Dilution Control Centers maybe in various janitorial closets throughout the building or project. The water will be turned off when not in use. The dilution control center will be kept locked as well as the janitorial closet. RTD (Ready-to-Dispense) chemicals will have the water turned off and hoses disconnected when not in use. An on-going inventory will be kept on all chemicals used or stored at each location.
  - SDS Storage: The cleaning chemical supplier is required to provide accurate SDS sheets for all chemicals delivered to the building. SDS sheets are filed, duplicate, in the chemical storage room and the manager's office in clearly labeled binders. Any additional storage areas will maintain SDS sheets for the particular chemicals being stored. The cleaning chemical supplier maintains a toll-free hotline that can be called in the event of spills or accidents to access safety data and protocols. There is a numbered inventory list of the chemicals in the front of binder that coincides with the numbers on the SDS sheets. Emergency phone number & First Aid measures are highlighted.
  - Emergency Procedures: Do not attempt to clean up large chemical spills. Notify the Supervisor and wait for his/her instructions. Isolate the area. Rope off the spill site.

Minimize exposure with PPE and safety practices. Clean up spill according to the information on the SDS sheet for small containable spills under the direction of the Supervisor or remain on standby for emergency clean up contractor.

- h. Chemical concentrates and dilution systems

#### **PERFORMANCE METRICS AND MEASUREMENT**

Dilution systems and chemical concentrates shall be wholly utilized for the following product types:

Either Diversey or Spartan Chemical shall be the systems that will be used in most locations.

#### **PRACTICES TO OPTIMIZE USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS**

Chemical concentrates and dilution systems are used according to the procedures below to minimize risk to staff and occupants, and to conserve resources.

- Cleaners will be trained in the proper use of the dilution systems for accurate product dilution. Maximizing cleaning efficiency and reducing waste.
- Cleaners will be trained in the proper use of RTD (Ready –to-Dispense) chemicals.
- All Chemicals are Green Sealed, Environmental Choice or EPA Design for the Environment approved used in the Collins Building Services GreenSafe Program.

#### **PERFORMANCE METRICS AND MEASUREMENT**

- For any drain that handles laboratory-type liquids, containment drains must be provided that will appropriately treat the liquid waste.
- i. Staffing and training - All cleaning personnel shall receive regular training; upon hire and annually at minimum. Vendors shall supply evidence of compliance with the following training requirements prior to contract award or renewal:
- Employee safety and health, including hand hygiene
  - Regulatory compliance standards—OSHA, EPA, local
  - Job Hazard Analysis (JHA) / OSHA JSA - Unsafe attitudes and conditions accident prevention.
  - Record-keeping
  - Safe chemical storage and handling
  - Hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment and packaging

**Training Topics**

## SAMPLE TOPICS INCLUDE:

- Employee safety and health compliance as it relates to the cleaning program.
- Regulatory compliance standards OSHA, EPA, and other local, state, and federal rules and regulations.
- Unsafe attitudes and conditions in the work place through Job Safety Analysis – OSHA JSA or JHA( Job Hazard Analysis}
- Compliance with health and safety rules, and regulation and confidentiality issues
- Safe chemical storage and handling
- Disposal and recycling of cleaning chemicals, dispensing equipment and packaging
- The proper use of Green Cleaning Equipment
- The proper use of Microfiber cloths using different colors so as not to cross contaminate
- Training to focus on cleaning touch points such as door knobs, handles, bright work, fixtures and any other common areas in the building where occupants come in contact.
- Training on emptying HEPA vacuum bags at the end of shift or when half full
- Other safety and Green Cleaning information as needed

**Annual Training Hours**

- All workers shall receive 24 hours of training annually to include policy and procedures and technical training.

**Staffing Plan**

- To meet cleaning objectives within the building, minimum staffing requirements must be met. Factors such as occupancy rates, seasonal variations and other considerations should be taken into account when adjusting the staffing plan.
- Under typical conditions, total cleaning staff time shall be not less than 30 hours per day. Generally, 5 staff members work 6 hours per day to meet these requirements.

## j. Occupant feedback and evaluation of new technologies

- All guests and employees may contact the Property Manager to provide feedback on cleaning practices. Occupants are encouraged to alert the management to any issues relating to the green cleaning program. A formal survey is administered once a year.
- The Property Manager issues annual occupant feedback surveys to seek input on cleaning practices in addition to other performance metrics.

- The janitorial vendor and Property Manager regularly have conversation and research new green cleaning technologies to integrate into the building’s green cleaning procedures.

IV. RESPONSIBLE PARTY: The Property Manager is responsible for educating external vendors in the goals and performance metrics of this plan.

- a. All external vendors are responsible for reporting their data to the property manager:
- b. Green cleaning strategies for the property shall include actions performed by the following contractors:

Function	Company Name	Primary Contact	Phone
Janitorial	Collins Building Services (CBS)	Edward Priboy John Lopat Antuono Cuomo	(212) 896-5141

V. QUALITY CONTROL: Prior to implementation, service providers involved in the building’s plan shall submit all information about proposed practices to the Property Manager to determine compliance with the plan and approve or deny action.

- a. Property Manager shall review equipment inventory and purchase logs quarterly to confirm incremental improvement in use of sustainable practices.
- b. Once a year, a third-party, or the responsible parties of this policy will conduct an APPA Audit to demonstrate compliance.