**P2.0 Green Cleaning Program Template**

**Baseline Practice**: P2.0 – Green Cleaning Program

|  |
| --- |
| ***Instructions to complete the template for your Green Cleaning Program***  *All grey italic text with borders are instructions to help you prepare the required Baseline 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. *The intent of this Baseline Practice is to create a program that ensures the use of Environmentally Friendly cleaning products and processes. Additional Resources[[1]](#footnote-2) can be found here:*   [*EcoLogo*](https://www.ul.com/resources/ecologo-certification-program) [*Green Seal*](https://greenseal.org/wp-content/uploads/GS-42-CleaningServicesGuidebook_2021_02.pdf)[*US EPA Safer Choice*](https://www.epa.gov/saferchoice)[*GREENGUARD*](https://www.ul.com/services/ul-greenguard-certification)[*Forest Stewardship Council (FSC)*](https://fsc.org/en)[*Sustainable Forestry Initiative (SFI)*](https://forests.org/)[*Sustainable Forest Management Standard (SFMI)*](https://forests.org/forestmanagementstandard/)  *5. Complete the Checklist below to confirm your Green Cleaning Program meets the Baseline Practice requirements.* |

|  |
| --- |
| ***Checklist***  *The Green Cleaning Program must include:*  *Responsible parties, including the building team and cleaning staff’s training Requirements*  *Standard Operating Procedures (SOPs) that outline building-specific cleaning procedures (insert as attachment Appendix A)*  *Specify cleaning products and supplies to be used, requiring that at least half (by total volume) meets third-party recognized green cleaning standards (see Other Notes Section* [*of Baseline Practice P2.0 — Green Cleaning Program*](https://bomabestfieldguide.org/field-guide-for-sustainable-buildings/p2-0-green-cleaning-program/) *for a list of Third-party recognized green cleaning standards)*  *Specify cleaning equipment to be used, requiring that the majority of vacuums use HEPA filtration or is a chemical-free cleaning system or is a mobile UV cleaning device*  *If custodial services are managed and delivered by the tenants and their service providers provide information to the tenants on how to implement a Green Cleaning Program*  *Program must be signed by the building manager, dated within the past 12 months*  *Demonstrate that the program was shared with tenants,*  *Annual review and updating*  *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 and Equipment Requirements

The cleaning products, materials, and equipment 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

Green Cleaning opportunities are presented, discussed, and communicated in the following ways:

* Agendas and notes from tenant-management team meetings.
* Marketing materials used to promote green cleaning measures.
* E-mails with sample green cleaning programs sent to tenants.

**Appendix D** includes proof of the delivery methods

# Time Period

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

Signature of [Property Manager] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 01-Jan-2025

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 outlined below.*

Appendix C: Cleaning Products and Equipment 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*

Appendix D: Tenant Communication

*Provide documentation demonstrating information has been provided to the tenants on how to implement a Green Cleaning Program.*

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)