

**A Multi-Clean White Paper**

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**Multi-Clean<sup>®</sup>**  
*Your Guide To Clean*



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***LEED<sup>®</sup> the Way to Green***

*Learn about the Green Cleaning Part of LEED<sup>®</sup>*

"The LEED<sup>®</sup> (Leadership in Energy and Environmental Design) Green Building Rating System is the nationally accepted benchmark for the design, construction, and operation of high performance green buildings."

LEED<sup>®</sup> is a registered trademark of the United States Green Building Council.

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## Introduction

The term LEED® is an acronym for **L**eadership in **E**nergy and **E**nvironmental **D**esign, a certification program for sustainable buildings developed by the U.S. Green Building Council. There are different LEED programs, LEED® for New Construction (NC), LEED® for Existing Buildings Operation and Maintenance (EBOM) and LEED® for SCHOOLS.

The LEED®-EBOM program is the one that specifically contains pre-requisites and certification points for facilities that implement green cleaning programs. This white paper specifically discusses and attempts to foster understanding of the green cleaning requirements under the LEED®-EBOM program.

## Problem Statement

There is a significant amount of confusion about how green cleaning fits into the LEED®-EBOM certification process. Some of the most common misunderstandings include the perception that a cleaning contractor must be LEED® certified, or products used must be LEED® certified. The LEED® program does not certify products or contractors, it simply requires certain protocols be followed or may require the use of certified products.

As we begin to examine the specifics of what LEED®-EBOM requires in a green cleaning program, you will begin to see that the program embodies what green cleaning is truly about. That is, green cleaning and LEED® go well beyond simply using certain products and equipment. Green Cleaning and LEED®-EBOM are about reducing waste, increasing efficiencies, and making the indoor environment healthier

for building occupants. The intersection of the LEED®-EBOM goals with the drive toward lower costs and increased productivity in businesses is providing fresh momentum to sustainability initiatives to many American businesses.

### **LEED®-EBOM in a Nutshell**

LEED®-EBOM is becoming the standard for facilities that want to adopt sustainable practices. Table I provides a summary of the 6 parts of LEED®-EBOM that each facility seeking certification must address. A facility can earn points toward certification by addressing items in each of the 6 categories.

The category that specifically relate to green cleaning is Indoor Environmental Quality (IEQ). Up to 6 points can be earned for adoption of various green cleaning (IEQ) practices as indicated in Table II, on page 5.

#### LEED®-EBOM Certification Levels

- Certified 40-49 pts
- Silver 50-59 pts
- Gold 60-79 pts
- Platinum 80 + pts

The LEED®-EBOM program also requires as a prerequisite, that a green cleaning policy should be in place before certification is considered.

### **Solution**

Making it easier to comply with the green cleaning part of LEED®-EBOM is a goal that some companies are trying to fully embrace. Providing objective advice and know how about achieving LEED®-EBOM lends credibility to the company and helps deliver more value. Even if a facility is not considering certification, they may still want to

follow the LEED® template to full fill their own sustainability goals.

### ***Green Cleaning Earns Certification***

Adopting sustainable cleaning practices earn a significant number of points toward LEED®-EBOM certification.

**Table I**

<b>LEED®-EBOM Category</b>
Sustainable Sites (SS)
Water Efficiency (WE)
Energy & Atmosphere (EA)
Materials & Resources (MR)
<b>Indoor Environmental Quality (IEQ)</b>
Innovation in Operations (IO)

### ***A Healthier Building***

Green cleaning not only reduces environmental impacts, it can reduce indoor air pollution resulting in reduced illness and absenteeism, better test scores and improved morale.

### ***Save Money***

A truly sustainable program reduces waste, improves efficiency and productivity, consequently offering bottom line savings.

### **Implementation**

What follows is a brief explanation of each Green Cleaning credit identified in TABLE II, on page 5 of this document. Resource information to help comply with each credit can be found on page 5.

## **Green Cleaning Policy**

### **Prerequisite IEQ 3**

A written green cleaning policy is now a pre-requisite for all LEED®-EBOM certifications. This policy must incorporate reference to the credits (IEQ 3.1-3.6) and must also address an organization's commitment to do the following:

- Develop written standard operating procedures (SOP's) for all cleaning processes.
- Develop strategies for promoting and improving hand hygiene.
- Develop safe handling and storage procedures for chemicals.
- Develop staffing and training programs to insure processes are conducted correctly.
- Develop a method for collecting feedback and improvement in processes.

## **High Performance Cleaning Program**

### **IEQ 3.1 1 Point**

A high performance cleaning program that is supported by the Green Cleaning Policy (above), staffing plans, SOP's, storage, recycling, and disposal procedures, that address sustainable and effective cleaning and hard floor maintenance.

### **Custodial Effectiveness Audit IEQ 3.2 1 Point**

A custodial effectiveness assessment conducted in accordance with APPA\* (formerly the Association of Physical Plant Administrators) procedures outlined in the APPA's Staffing Guidelines. The value for contractors is that LEED®-EBOM provides 1 point based on achieving a certain level of performance. To achieve the point, a score of 3 or less is required.

## **Purchase of Products & Materials**

### **IEQ 3.3 1 Point**

To be LEED®-EBOM certified, you do not have to purchase exclusively green products. LEED®-EBOM gives 1 point if at least 30% of dollars purchased are qualified green cleaning products.

## **Sustainable Cleaning Equipment**

### **IEQ 3.4 1 Point**

For equipment, first it should be understood that all existing equipment does not have to be scrapped. An equipment replacement policy must be in place that documents the process of replacing equipment when needed with appropriate green equipment. Equipment logs for each piece of equipment that include repair and maintenance schedules is also required.

## **Indoor Pollutant and Source Control**

### **IEQ 3.5 1 Point**

The developers of the LEED®-EBOM rating system had a clear understanding that prevention is an essential component of a green cleaning program. Addressing entryways, where most dirt and contaminants enter a building is critical. If these contaminants are spread throughout the building, floor appearance deteriorates faster (surfaces must be cleaned, stripped and recoated more often). In addition, the contaminants compromise the overall health of the building.

To receive credit for entries, two areas need to be addressed, first appropriate entrance matting needs to be in place. Normally, this would include a minimum of 10 feet of high quality matting. Second, a procedure needs to be in place for maintaining areas in and around entries. This includes the area just outside main entry doors.

## Integrated Pest Management

### EQ 3.6 1 Point

The traditional method of managing rodents, insects, or weeds is to utilize pesticides or herbicides. These are toxic compounds that can and must be used safely. However, reducing their use through prevention management techniques is what Integrated Pest Management (IPM) is all about. See the Resource section for more info.

#### Summary:

Whether or not your organization is applying for LEED®-EBOM certification, the guidelines developed can be an excellent road map for anyone that is serious about green cleaning. Adopting the green cleaning practices outlined in LEED®-EBOM go beyond environmental impacts.

Fostering proactive maintenance methods results in cleaner and healthier facilities that produce less waste, require less chemical usage, without the need to add staff or increases budgets. In fact, a true sustainable cleaning program can actually result in long run cost savings.

#### Resources:

##### LEED®-EBOM Overview Document

This document reviews all aspects of the LEED®-EBOM rating system.

[LEED-EB Information from the U.S. Green Building Council](#)

APPA [www.appa.org](http://www.appa.org)

##### Integrated Pest Management

The EPA's resource cite for IPM

[U.S. EPA Info on Integrated Pest Management](#)

##### Multi-Clean [www.multi-clean.com](http://www.multi-clean.com)

The company offers a variety of resources including a Green Cleaning website and hosts an informative blog on cleaning issues.

Web; [www.yourguidetoclean.com](http://www.yourguidetoclean.com)

Blog:

[www.yourguidetoclean.blogspot.com](http://www.yourguidetoclean.blogspot.com)

**Table II: LEED®-EBOM IEQ Credits for Green Cleaning**

Reference	Description	Pts	Comment
IEQ PreReq	Green Cleaning Policy	Req	Written Policy
IEQ 3.1	High Performance Cleaning Program	1	Complete Plan
IEQ 3.2	Custodial Effectiveness Assessment	1	Score 3 or less
IEQ 3.3	Purchase of Products and Materials	1	30% of purchases
IEQ 3.4	Sustainable Cleaning Equipment	1	Replacement Policy
IEQ 3.5	Indoor Pollutant and Source Control	1	Entry ways
IEQ 3.6	Indoor Integrated Pest Management	1	Less pesticides
<b>Total</b>	<b>Indoor Environmental Quality IEQ</b>	<b>6</b>	