

*Exhibit C-*

***UNITED STATES GREEN BUILDING COUNCIL- LEADERSHIP IN ENVIRONMENTAL  
ENGINEERING AND DESIGN- EXISTING BUILDINGS REQUIREMENTS***

**American University Green Cleaning Program**

American University is committed to providing a healthy and productive work environment; as well as continuing to strive towards reducing its environmental impact. It is the university's intent to develop a sustainable cleaning program completely consistent with requirements detailed by the United States Green Building Council (USGS), Leadership in Environmental Engineering and Design – Existing Buildings program (LEED EB).

The following description of a green cleaning scope is intended to describe ARAMARK's responsibilities in the development and management of the university's green cleaning program.

Use of alternative standards to those referenced in this document must be submitted in writing, in advance of application and approved in advance by the university representative. Where more than one standard is referenced as acceptable the university must know which standard(s) applies to work at AU.

# Green Cleaning Scope

## Worker Training

### Intent

To assure that Housekeeping personnel have training in Green Cleaning methods and programs to include all of the safety, technical and administrative tasks they will be required to perform.

### Requirements

1. Provide a list and schedule of all required training to be offered to Housekeeping personnel
2. Provide copies of training materials for all training
3. With monthly billing package, provide documentation of all training and plans for making up any training missed during the month

## Sustainable Cleaning Products and Materials

### Intent

Reduce the environmental impacts of cleaning products, disposable janitorial paper products and trash bags.

### Requirements

Implement sustainable purchasing practices for cleaning materials and products, disposable janitorial paper products and trash bags. Cleaning products and supplies must meet one of the following sustainability criteria:

- Cleaning products that meet the Green Seal GS-37 standard if applicable. A list of Green Seal certified products can be found on the green Seal webpage: <http://www.greenseal.org/certpriducts.htm>.
- All cleaning products not covered in the Green Seal – 37 category (e.g., for products such as carpet cleaners, floor finishes or strippers), must comply with the California Code of Regulations maximum allowable VOC levels.
- All floor care products will be zinc-free
- All general use hand soaps must not contain any antimicrobial agents (other than as a preservative system), except where required by health codes and other regulations (i.e., food service and health care requirements).
- Paper products including paper towels, toilet paper and toilet seat covers must meet the minimum requirements of the U.S. EPA Comprehensive Procurement Guidelines.
  - Paper products used at the university will be tree-free or utilize only wood and pulp products from sustainable managed forests that comply with Forest Stewardship Council (FSC) standards and practices for sustainable forestry management. Sustainable Forestry Initiative (SFI) certified products will only be accepted where FSC certification is not available.
  - Paper products will be labeled PCF (processed chlorine-free) or TCF (totally chlorine-free).
  - Give preference to tissue products made with 100% overall recycled content (may include preconsumer recycled content).
  - Bathroom tissue, paper towels, and paper napkins will have at least 60% post-consumer recycled content and/or agricultural residue fiber. Paper Towels will have at a minimum 40% post-consumer recycled content
  - Facial tissue will have at least 40% post-consumer recycled content/agricultural residue fiber.

- Toilet Seat covers will have at a minimum 20% post-consumer recycled content/agricultural residue fiber.
- Trash bags will contain at least at least 10% post-consumer recycled content as stated in the US EPA's Comprehensive Procurement Guidelines.

\*Green Seal certified products meet the criteria of ISO 14020 and 14024, the environmental standards for ecolabeling set by the International Organization for Standardization (ISO); the U.S. Environmental Protection Agency's criteria for third-party certifiers of environmentally preferable products; and the criteria for ecolabeling bodies of the Global Ecolabeling Network. Green Seal is an independent, non-profit organization that identifies and promotes products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global warming and ozone depletion than their conventional counterparts

### **Submittals**

1. Provide a copy of the organizational policy that specifies use of these sustainability criteria for purchases of covered materials for use at American University.
2. Provide documentation in monthly billing package of all covered materials purchased and the total cost of these purchases.
3. Provide a calculation of the percentage of covered materials purchased that meet one or more of the specified sustainability criteria (on a cost basis).

## **Entryway Systems**

### **Intent of specification**

Reduce exposure of building occupants and maintenance personnel to dirt and potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems, and the environment.

### **Requirements**

Utilize entryway systems (grills, grates, mats etc.) to reduce the amount of dirt, dust, pollen and other particles entering the building at all entryways, and develop the associated cleaning strategies to maintain those entryway systems.

### **Submittals**

1. Provide a plan for each building with high high-volume entryways and the written procedures/tasks/frequencies for cleaning and maintaining these entryway systems.
2. Provide quarterly reports documenting that these entryway systems have been effectively used, cleaned and maintained on a regular basis.
3. Changes to or additions of high-volume entryways requiring new or altered practices will be added to the program

## **Maintenance of Janitorial Closets**

### **Intent**

Reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems, and the environment.

### **Requirements**

Have in place a documented plan for the cleaning and care of custodial closets and storage areas to meet the intent of this section.

### **Submittals**

1. Provide a building-by-building schedule and task list for the care of custodial closets and storage areas
2. Provide a list of all materials and chemicals in each closet and storage area
3. MSDS sheets must be available for all chemicals
4. Provide a copy of the cleaning chemical storage guidelines and policy adopted for use at American University

## **Low Environmental Impact Cleaning Policy**

### **Intent**

Reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems, and the environment.

### **Requirements**

Have in place a written low-impact environmental cleaning products and housekeeping policy that addresses sustainable cleaning and hard flooring coating systems products and utilization of concentrated cleaning products. Floor coating products that are free of zinc are preferred.

The written policy must address:

- Sustainable cleaning systems.
- Use of sustainable cleaning products.
- Use of chemical concentrates and appropriate dilution systems.
- Proper training of housekeeping personnel and documentation of this training in the hazards, use, maintenance and disposal of cleaning chemicals, dispensing equipment and packaging.
- Use of cleaning equipment that reduces impacts on IAQ.

### **Submittals**

Provide a copy of the low environmental impact cleaning policy adopted for use at American University.

1. Provide documentation of the procedure to be used to assure that that this policy will be followed
2. Provide documentation/specifications on the chemical and cleaner dispensing and dilution equipment to be used.
3. Provide a building-by-building task & frequency list for activities associated with floor maintenance.

# Low Environmental Impact Cleaning Equipment Policy

## Intent

Reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems and the environment.

## Requirement

Develop, implement and maintain a policy for the use of janitorial equipment that maximizes effective reduction of building contaminants with minimum environmental impact. Evaluate the janitorial equipment currently being used and make a plan for upgrading to janitorial equipment that maximizes effective reduction of building contaminants with minimum environmental impact.

Cleaning equipment policy must specify:

- Vacuum cleaners meet the requirements of the Carpet & Rug Institute “Green Label” Testing Program- Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70dBA.
- Hot water extraction equipment for deep cleaning carpets is capable of removing sufficient moisture such that carpets can dry in less than 24 hours.
- Powered maintenance equipment including floor buffers, burnishers and automatic scrubbers be equipped with vacuums, guards and/or other devices for capturing fine particulates, and shall operate with a sound level less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emissions engines.
- Automated scrubbing machines are equipped with variable-speed feed pumps to optimize the use of cleaning fluids.
- Battery-powered equipment is equipped with environmentally preferable gel batteries.
- Where appropriate, active micro fiber technology is used to reduce cleaning chemical consumption and prolong life of disposable scrubbing pads.
- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment has rubber bumpers to reduce potential damage to building surfaces.
- A log will be kept for all powered housekeeping equipment to document the date of equipment purchase and all repair and maintenance activities and include vendor cut sheets for each type of equipment in use in the logbook.

## Submittals

1. Provide a copy of the low environmental impact janitorial equipment policy adopted for use at American University

Provide a log of the maintenance of each piece of equipment