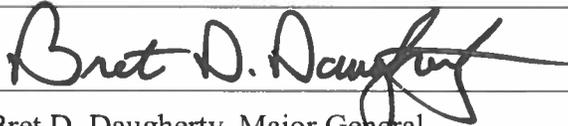


**Unified Washington Military Department and National Guard Policy
No. 15-03**

Title:	Green Cleaning Policy
Authorizing Source:	Department of Defense Green Procurement Strategy Sustainability Performance Plan, FY-2014 Army Directive 2014-02 (Net Zero Installation Policy) EO 13693 (Planning for Federal Sustainability in the Next Decade Federal Acquisition Regulation/Defense Federal Acquisition Regulation Supplement Chapter 39.35D RCW—High Performance Public Buildings State of Washington Executive Order 02-03; Sustainable practices for State Agencies
Information Contact:	Tom Skjervold Environmental Programs Manager Building # 36 (253) 512-8466
Effective Date:	June 15, 2015
Revised:	May 17, 2016
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

The purpose of this policy is to advance the WMD's responsibility and environmental sustainability by utilizing cleaning products and practices designed to: improve energy and water efficiency; utilize renewable materials where possible; eliminate or reduce waste and waste generation; improve the environmental quality; and protect and enhance the health of the WMD community.

Scope

This policy applies to all WMD state and federal civilian employees, all members of the Washington National Guard, and all buildings and facilities owned or controlled by the WMD or its representatives.

While this policy is applicable agency-wide, major operational divisions of the WMD (Army National Guard, Air National Guard, Emergency Management Division, and the Washington Youth Academy) may develop and implement supplementary guidance as appropriate to further the intent of this policy or comply with additional organizational requirements.

Definitions

LEED (Leadership in Energy and Environmental Design): A green building certification program that recognizes best-in-class building strategies and practices.

LEED Certification: Building projects satisfying certain prerequisites and earn points that qualify the building to achieve a level of LEED certification.

Green Cleaning: Cleaning that protects the health of personnel without negatively impacting the environment or community.

Green Procurement (Sustainable Procurement) is the purchase of environmentally preferable products, materials, and services; and the setting of environmental requirements for pollution prevention efforts.

Pollution Prevention: the reduction or elimination of pollution at the sources instead of at the end-of-the-cycle process.

US Green Building Council (USGBC) LEED Standard: A Washington DC based 501(c)(3) non-profit organization committed to promoting cost-efficient and energy-saving green buildings through the LEED green building certification program. LEED is a voluntary, consensus based national rating system for buildings designed, constructed, and operated for improving environmental and human health performance, addressing all building types, and emphasizing state-of-the-art strategies in: sustainable site development, water savings, energy efficiency, materials and resource selection, and indoor environmental quality.

Policy

In accordance with Chapter 39.35D Revised Code of Washington (RCW), all new state-funded facilities over 5000 square feet must meet Green Building criteria. At a minimum, major offices are required to achieve LEED Silver certification.

Under the LEED Rating System (prerequisite 3 of “Indoor Environmental Quality”), a Green Cleaning Policy is a requirement for certification. New buildings are obliged to achieve LEED Silver Certification under both State and Federal funding rules. In an effort to continuously improve its environmental performance and to demonstrate its commitment towards sustainable greening of its buildings and facilities, the WMD will continue to support and maintain a program in which all cleaning procedures, material purchases, equipment purchases, and services for WMD buildings and grounds comply with this requirement.

The WMD will conduct cleaning services to be consistent with the requirements of the

United States Green Building Council (USGBC), Leadership in Environmental Engineering and Design EB: O&M 2009 standards.

Procedures

1. Educate, train, and motivate WMD personnel to work in an environmentally responsible manner.
2. Ensure all custodial personnel and building managers are aware of their duties and responsibilities in implementing the conditions of this policy
3. Conserve natural resources (energy and water) while providing a working environment that is clean and safe.
4. Comply with all applicable Federal, State, Local, and Regional laws and regulations for industrial standards and requirements.
5. Use cleaning products, where possible, that meet or exceed Green Seal Standards and/or products with low volatile organic compounds (VOC's).
6. Eliminate or reduce products that contain phosphates or that are supplied in disposal, aerosol containers.

Performance Goals

1. Purchase cleaning and janitorial products that meet program sustainability criteria.
2. Maintain appropriate standard operating guidelines and strategies for critical green cleaning tasks.
3. Ensure appropriate training for WMD personnel and staff engaged in facility cleaning.
4. Obtain feedback to ensure continuous improvement and occupant satisfaction with the cleaning program.
5. Meet budgetary considerations.

Policy Review

This policy is to be reviewed at a minimum of once a year to ensure compliance or whenever there are changes to the cleaning processes. It will be the responsibility of the WMD's Environmental Office and the WMD's Facility Maintenance Office to ensure this policy is in conformance with the Green Procurement Standards for cleaning supplies and materials.