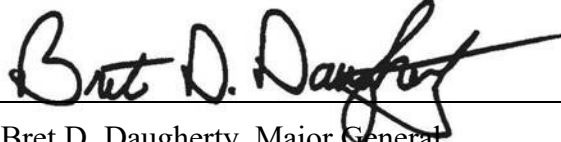


**Unified Washington Military Department and National Guard Policy  
No. 15-03**

<b>Title</b>	Green Cleaning Policy
<b>References</b>	Department of Defense Green Procurement Strategy Sustainability Performance Plan, FY-2014 Army Directive 2014-02 (Net Zero Installation Policy) EO 13834 (Efficient Federal Operations) Title 48 Chapter 1 (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
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<b>Effective Date</b>	June 15, 2015
<b>Mandatory Review Date</b>	May 13, 2025
<b>Revised</b>	May 13, 2021
<b>Approved By</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

**Purpose**

Establish the Washington Military Department’s (WMD) agency policy on environmental sustainability and the protection of human health through the use of cleaning products and practices designed to: improve energy and water efficiency, utilize renewable materials where possible, eliminate or reduce waste and waste generation, and improve environmental quality while protecting and enhancing the health of the WMD community and the citizens of Washington State.

**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 to comply with additional organizational requirements.

## Definitions

**Leadership in Energy and Environmental Design (LEED):** A green building standard and certification program administered by the US Green Building Council (USGBC) that recognizes best-in-class building strategies and practices towards achieving the triple bottom line (people, planet, profit).

**LEED Certification:** A verified certificate regarding environmental and operational sustainability for building projects that satisfy certain prerequisites and earn points to achieve one of the following LEED certifications: Certified Silver, Gold, or Platinum.

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

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

**Pollution Prevention:** Reduction or elimination of pollution and waste products at the source, instead of at the end-of-the-cycle process.

**US Green Building Council (USGBC) LEED Standard:** LEED is a voluntary, consensus based, national rating system for buildings that are specifically designed, constructed, and operated with the intent of improving environmental, and human, health and performance. The standard is developed by 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 and addresses all building types, 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 must be designed, constructed, and certified to at least the LEED Silver standard.

Under the LEED Rating System (prerequisite 3 of “Indoor Environmental Quality”), a Green Cleaning Policy is a requirement for certification. The WMD is committed to the support and maintenance of a program in which all cleaning procedures, material purchases, equipment purchases, and services for WMD buildings and grounds meet this standard.

The WMD will, at all times, strive to conduct cleaning services in a manner that meets the standards set by the United States Green Building Council (USGBC) Leadership in Environmental Engineering and Design EB (O&M 2018 standards), including during emergencies. We will endeavor to improve environmental performance and demonstrate a commitment towards achieving the sustainable greening of all buildings and facilities under WMD control.

## **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 (VOCs).
6. Eliminate or reduce products that contain phosphates or that are supplied in disposal, aerosol containers.
7. Ensure green cleaning objectives are included in Continuity of Operations Plans (COOP) and procedures.
8. Collaborate with all parties involved, from conception to the construction or remodeling of all WMD buildings, facilities, and their supporting infrastructure, to meet LEED certification standards.

## **Performance Goals**

The WMD will employ the following performance goals to help all applicable parties stay focused on and prioritize green cleaning objectives, and measure the policy's effectiveness:

1. Purchase cleaning and janitorial products that meet program sustainability criteria.
2. Maintain appropriate standard operating procedures 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. Operate within budgetary constraints.
6. Meet, at a minimum, applicable LEED Silver certification standards.

## **Policy Review**

This policy will be reviewed at a minimum of once a year to ensure compliance and revised whenever there are changes to the cleaning processes. It is the responsibility of the WMD Construction and Facilities Management Office and the Environmental Program Office to ensure this policy complies with current Green Procurement Standards for cleaning supplies and materials.