



ENVIRONMENTAL SPECIFICATION GUIDANCE FOR JANITORIAL SERVICES

The District of Columbia is committed to procuring quality goods and services in a timely manner and reasonable cost that support the District in meeting its sustainability goals. Compliance with specification guidance is sufficient to meet PPRA Section 1101(a) environmentally preferable procurement requirements. Supplementary recommendations and additional context are provided here to assist in the implementation of the specification. To access solicitation documents with full contract language, [click here](#).



BENEFITS

\$75 MILLION

Per year is spent by U.S. institutions to address chemical-related custodial injuries. Using green cleaners can reduce injuries and lower costs.

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Tons of hazardous substances were eliminated by one corporation annually by using microfiber mops and using washable mats at door exteriors.

SOURCES

http://www.responsiblepurchasing.org/purchasing_guides/cleaners/index.php

Scope

The environmental specification covers janitorial services for all indoor activities required to clean public buildings.

COPY AND PASTE THE FOLLOWING SPECIFICATION LANGUAGE INTO THE REQUIREMENTS SECTION OF YOUR STATEMENT OF WORK

EPPS Requirements

Janitorial services contractors for the District of Columbia shall meet the environmental criteria and requirements defined below.

Planning Requirements:

Develop and maintain Standard Operating Procedures (SOPs) that govern cleaning procedures, training, chemical handling, equipment maintenance, and quality assurance as set forth in [Green Seal's Environmental Standard for Commercial Cleaning Services \(GS-42\)](#) Section 2.1.

Develop a Building-Specific Green Cleaning Plan that describes how the building will be cleaned effectively while protecting human health and the environment. The plan shall describe the methods, materials, and equipment used under the contract and meet requirements set forth in [Green Seal's Environmental Standard for Commercial Cleaning Services \(GS-42\)](#) Section 2.2.

Cleaning Products and Supplies:

Contractors shall follow the requirements set forth in the [Environmental Specification Guidance for Cleaning Supplies](#) when purchasing cleaners address by that specification, including general (all purpose) cleaners and degreasers; bathroom cleaners and deodorizers (includes hard surface, toilet, and urinal products); glass, mirror, and window cleaners; carpet, rug, and upholstery cleaners (includes routine and spot cleaning products); floor cleaners, strippers, sealers, and finishes; and hand soaps, hand cleaners, and hand sanitizers.

Powered Cleaning Equipment and Maintenance:

HEPA vacuums shall be equipped with the proper filter or bag; filters shall be changed or cleaned according to the manufacturer's instructions. Compliance can be demonstrated by meeting requirements 2.3 and 4.3 of [Green Seal's Environmental Standard for Commercial Cleaning Services \(GS-42\)](#).



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(EPPS Requirements Continued)

Disinfection:

Contractors shall perform disinfection in areas or on surfaces where pathogens can collect and breed and use disinfectants only where required. Product label directions for preparation of disinfecting solutions (e.g., dilution rate), and the appropriate disinfecting and cleaning method for the area to be cleaned (e.g., dwell time and whether pre-cleaning is required) shall be followed. Compliance with disinfection requirements can be demonstrated by meeting requirement 4.6 of [Green Seal's Environmental Standard for Commercial Cleaning Services \(GS-42\)](#).

Entry Way Mats:

Place washable mats in door exteriors and wash the mats as needed to prevent dirt from entering the building. Compliance can be demonstrated by meeting the requirement 4.4 of [Green Seal's Environmental Standard for Commercial Cleaning Services \(GS-42\)](#).

Training:

Contractors shall train all cleaning staff in the proper handling of chemicals, use of equipment, proper cleaning procedures, and safe and proper disposal of chemicals as set forth in [Green Seal's Environmental Standard for Commercial Cleaning Services \(GS-42\)](#) Section 6.0.

Documentation:

The Contractor shall document that the products and services supplied under this contract comply with the environmental criteria noted above. The contractor shall submit the following information to the designated District point of contact.

Cleaning and Disinfecting Product List: To be provided upon contract signing and whenever changes are made in Excel or Word via e-mail, and provide at minimum:

- a) Product type (degreaser, detergent, etc.)
- b) Product name
- c) Applicable ecolabel or how product meets stated environmental requirement

Material Safety Data Sheets and Product Labels for all cleaning products used - To be provided to facility managers upon contract signing in a binder. Binder is to be updated whenever changes are made.

Standard Operating Procedures – To be provided upon contract signing and on an annual basis in word or pdf via email.

Building Specific Green Cleaning Plan – To be provided twice per year starting within 30 days of signing the contract.

The plan shall be provided in Word, Excel or PDF and delivered via email.

Training Curriculum – To be provided annually from date of contract signing and whenever changes are made. The training curriculum shall be provided in Word or PDF via email.

Training Records – To be provided annually from date of contract signing in Word or PDF via email.

Supplementary Recommendations

To further improve the environmental performance of janitorial services purchased by the District of Columbia beyond the minimum requirements of the environmental specification guidance, purchasers should consider adopting the supplementary recommendations defined below.

Janitorial services shall be certified under the [Green Seal GS-42 standard](#), using the most recent version of the standard in effect at the time of purchase.



Additional Information



Green Seal is a non-profit standard-setting organization certifying a range of products and services. [Green Seal standards](#) and certification are based on scientific testing and independent audits.

[Green Seal's Environmental Standard for Commercial Cleaning Services \(GS-42\)](#) ensures that cleaners use practices and products that protect the health of building occupants, custodians, and the environment. The GS-42 standard has requirements in six categories: planning; products, supplies, and equipment; cleaning procedures; communication; training; and labeling. The full text of the standard, certification checklist, and list of certified service providers can be found on the Green Seal website.

Many of the requirements in this specification are requirements from [Green Seal's Environmental Standard for Commercial Cleaning Services \(GS-42\)](#). GS-42 certification provides an easy way to identify environmentally preferable janitorial service providers along with added 3rd party assurance that requirements are being met. District purchasers are encouraged to consider including GS-42 certification as a requirement in the solicitation or to incorporate additional requirements from the GS-42 standard into solicitations.



Environmental Hotspots The most important environmental benefits associated with this specification

POLLUTANTS/TOXICITY/ HEAVY METALS	The training and practices required in this specification protect the health and safety of building occupants and custodians by reducing exposure to harmful ingredients. GS-42 also includes guidance on powered cleaning equipment such as vacuum cleaners and propane-powered floor maintenance equipment to improve indoor air quality.
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Significance to the District

SUSTAINABLE DC PLAN	Recycling and composting requirements support meeting Sustainable DC Plan Waste Goal 1: By 2032, send zero waste to landfills per year and reduce total waste generation by 15%.
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LEGISLATION	Sustainable Solid Waste Management Amendment Act of 2014 requires solid waste to be separated at the point of discard into recyclables, compostables, and trash and states that the District shall follow the solid waste management hierarchy to the maximum extent practical. Healthy Schools Act of 2010 , Section 501 requires the use of environmentally friendly cleaning supplies in public schools.
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LEED FOR EXISTING BUILDINGS: O&M	LEED v4 specifies GS-42 to meet the " Green Cleaning Policy " prerequisite. The following optional credits in LEED 2009 are encompassed in the GS-42 standard : IEQ3.1 – High Performance Cleaning Program ; IEQ3.2 – Custodial Effectiveness Assessment ; IEQ3.3 – Purchasing of Sustainable Cleaning Products and Materials ; IEQ3.4 – Sustainable Cleaning Equipment ; and IEQ3.5 – Indoor Chemical and Pollutant Source Control . Option 2 might qualify for LEED credits depending on the specific processes and practices of the service provider.
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For more information about sustainable specification guidance or the District's Sustainable Purchasing Program, please visit: <https://ocp.dc.gov/page/sustainable-purchasing-program> or call the OCP Procurement Center of Excellence at: [202.724.4477](tel:202.724.4477) or email sppdc@dc.gov.