Green Cleaning

## CREDIT 6

## INDIVIDUAL BUILDING PORTFOLIO

## PROJECT NAME: [NAME]

## PROJECT NUMBER: GS- [####]

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| TOTAL POINTS AVAILABLE: | 3 | POINTS CLAIMED: | [#] |

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| No. | **Type** | **Criteria** | **Description** | **Claimed** |
| 6.1 | **Policy** | **Green Cleaning Policy** | **1 point** is available where cleaning services are delivered in accordance with a green cleaning policy or scope of works and are applicable to all common areas (i.e. areas controlled solely by the building owner). | [#] |
| 6.2 | **Action** | **Green Cleaning Implementation in Common Areas** | **1 point** is available where:   * Criteria 6.1 is achieved; and * Systems are in place to ensure cleaning is carried out in accordance with the green cleaning policy, during the performance period. | [#] |
| 6.3 | **Action** | **Green Cleaning Implementation in All Areas** | **1 point** is awarded where:   * Criteria 6.2 is achieved; and * Systems are in place to ensure cleaning is carried out in all areas of the building in accordance with the green cleaning policy, for all areas in the building, during the performance period. | [#] |

# Project-specific technical questions

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| There are no project-specific technical questions for this credit. |  |
| There are project-specific technical questions for this credit and all responses received from the GBCA are attached. |  |

## 6.0 Recertification Timing

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| 6.0.2 Recertification Have the claimed credit criteria been demonstrated as having been achieved for the entire performance period? | **[Y/N]** |

### DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

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## 6.1 Green Cleaning Policy

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| The project achieved one (1) point for this criterion in the previous Certification and **no changes have been made** to the green cleaning policy during the performance period that would have an impact on the cleaning services, compliance is required to be demonstrated against 6.1.6 only.  ***Complete requirement 6.1.6 only.*** |  |
| The project achieved one (1) point for this criterion in the previous Certification and **changes have been made** during the performance period that would have an impact on the scope and content of the green cleaning policy or a new green cleaning policy was implemented, compliance is required to be demonstrated.  ***Complete the below section (6.1) in full.*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Complete the below section (6.1) in full.*** |  |

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| A green cleaning policy or equivalent mechanism has been in place during the performance period. |  |

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| 6.1.1 Policy Scope |  |
| The green cleaning policy or green cleaning scope of works (the ‘policy’) covers all cleaning and monitoring procedures, materials, and tasks undertaken within the building owner’s (and contractor’s) control. |  |

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| **6.1.2 Policy Content** | |
| Describe and reference how, or where, the policy, covers the following minimum credit requirements:  (Refer to supporting evidence attached to your submission e.g. policy document, procedure, section, page no. paragraph no.) | |
| a. Environmental goals and objectives in accordance with 6.1.3. | Leave this cell blank and refer to 6.1.3 below. |
| b. Implementation procedures and strategies. |  |
| c. Environmental performance measurements, including metrics. |  |
| d. Quality assurance for ongoing improvement. |  |
| e. Responsible parties. |  |
| f. Cleaning personnel requirements (including documented monitoring and reporting procedures). |  |
| g. A review process to assess the success of the Green Cleaning Policy and make improvements, based on lessons learned. |  |

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| 6.1.3 Environmental Goals and Objectives | |
| Describe and reference how, or where, the policy, covers the following minimum credit requirements: | |
| a. Strategies to ensure high standards of surface hygiene and cross-contamination prevention, including hand-hygiene education for occupants and cleaners. |  |
| b. Procurement guidelines and standards that cover all cleaning products and equipment, to minimise health risks and meet best practice environmental performance aims. |  |
| c. The use of HEPA filtration (or equivalent) in vacuum cleaner equipment to remove particulates and minimise their impact on indoor air quality. |  |
| d. Policy requirements for the minimisation of cleaning products usage. |  |
| e. Requirements for products and methods that employ environmental best practice. |  |

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| 6.1.4 Healthcare or Early Childhood Facility Requirements | |
| Does the policy adhere to the National Health and Medical Research Council *Guidelines for routine environmental cleaning* when cleaning buildings containing vulnerable populations such as the elderly, the infirm or infants? | **[Y/NA]** |

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| 6.1.5 Duration of Policy Applicability | |
| The duration of applicability (or contract period) is clearly defined in the policy, as well as a revision strategy or plan as part of contract extensions. |  |
| The following documentation is attached to this submission: | |
| * Green Cleaning Policy document, standard Green Cleaning Scope of Works or other agreed process document(s) clearly outlining the scope of works, cleaning specifications, dates and any other information that substantiates the claim. |  |

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| 6.1.6 Describe the review process to assess the success of the Green Cleaning Policy and make improvements, based on lessons learned. |  |

Identify where this information can be found within the supporting documentation provided.

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| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
| [####] | [####] |
| [####] | [####] |

### DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

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## 6.2 Green cleaning implementation in common areas

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| The project achieved one (1) point for this criterion in the previous Certification and **no changes** have been made to the green cleaning implementation during the performance period that would have an impact on the public/common areas, the compliance requirements can be considered to be met.  ***Complete requirement 6.2.5 only.*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Complete the below section (6.2).*** |  |

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| The green cleaning policy has been implemented for all public/common areas in the building. |  |
| **6.2.1 Environmental Performance Measurements** | |
| Describe and reference how environmental performance measurements (including metrics) have been in place and carried out during the performance period to validate the green cleaning policy (as outlined above in 6.1).  (Refer to supporting evidence e.g. system, document, section, page no. paragraph no.) | |
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| **6.2.2 Responsible Parties** | |
| Describe and reference where the responsible parties are clearly described in the policy, scope of works or relevant operational document(s).  (Refer to supporting evidence e.g. system, document, section, page no. paragraph no.) | |
|  | |
| 6.2.3 Quality Assurance | |
| Describe and reference the processes that are in place to evaluate and verify the successful implementation of the green cleaning policy.  (Refer to supporting evidence e.g. system, document, section, page no. paragraph no.) | |
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| 6.2.4 Cleaning Services | |
| a. List the companies responsible for direct employment of routine and specialist cleaning personnel as named in the cleaning contract including any subcontracting organisations or individuals.  Confirm that each is required to adhere to the same environmental requirements as the green cleaning policy or scope of works. | |
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| b. Confirm that cleaning staff are involved in managing recycling and waste collection, and that they report on this in line with the policy requirements of the building. | |
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| **6.2.5** Demonstrate that the Green Cleaning Policy has been implemented for all public/common areas in the building during the *performance period.* | |
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Identify where this information can be found within the supporting documentation provided.

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| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
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### DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

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## 6.3 green cleaning implementation in all areas

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| The project achieved one (1) point for this criterion in the previous Certification and **no changes** have been made to the green cleaning implementation during the performance period that would have an impact on all areas, the compliance requirements can be considered to be met.    ***Complete requirement 6.3.2 only.*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Complete the below section (6.3).*** |  |

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| The green cleaning policy has been implemented for all areas in the building (not just public/common areas), in accordance with the requirements of criterion 6.2. |  |
| Describe and reference the contracts / documents that are in place to ensure implementation of the green cleaning policy in all areas of the building.  (Refer to supporting evidence e.g. system, document, section, page no. paragraph no.) | |
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| **6.3.2** Demonstrate that the Green Cleaning Policy has been implemented for all public/common areas in the building during the *performance period.* | |
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Identify where this information can be found within the supporting documentation provided.

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| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
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### DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

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# DECLARATION

I confirm that the information provided in this document is truthful and accurate at the time of completion.

Provide author details, including name, position and email address:

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[Date]