



1.0 Goals and Scope

This Green Cleaning Guideline, hereinafter referred to as “Guideline”, aims to reduce the exposure of building occupants to potentially hazardous chemicals, biological and particulate contaminants, which adversely affect air quality, human health, building finishes and the environment brought about by the building and site cleaning activities within the ADB Headquarters, by identifying and use of low-environmental-impact materials, equipment and practices. This guideline has been prepared to support the Energy, Environment, Health and Safety Management System (E²HSMS) policy and interface with LEED¹ certification of ADB.

Specifically, this guideline sets target for sustainable purchases as follows:

- 1.1 At least 30% of total annual purchases for cleaning products shall meet sustainability criteria set in the green procurement guideline.**
- 1.2 At least 20% of total annual purchases for janitorial cleaning equipment shall meet 1 or more sustainability criteria set in the green procurement guideline.**

2.0 Responsible Party(ies)

The Lead Facilities Planning and Management Specialist; Associate Facilities Planning and Management Officer; and concerned service provider for janitorial services shall oversee and provide general direction in the implementation of this guideline. Its functional structure and the specific responsibilities are set forth in the E²HSMS Manuals.

3.0 Guidance for Resources and Implementation (Procedures and Strategies)

This guideline shall adopt necessary actions for maintaining custodial activities aligned with the E²HSMS policy of ADB.

3.1 ADB shall encourage the purchase of green cleaning materials and equipment in accordance with the green procurement guidelines stated in item 9-10 and 12-15 of Annex 5 of the **AO.4.07 Institutional Procurement and Contract Administration** on cleaning equipment, cleaning products, disinfectants, disposal janitorial paper products and hand soaps.

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¹ LEED – Leadership in Energy and Environmental Design



3.2 ADB shall establish procedures to ensure that custodial activities are effectively and consistently utilized, managed and audited. Best practices and procedures for various custodial activities shall be established and defined on the E²HSMS Manuals based on ISO14001, OHSAS 18001 and LEED requirements. Annual cleaning programs and schedules shall be developed for the implementation of this guideline.

3.3 ADB shall develop strategies in promoting and improving hand hygiene such as proper hand washing, use of hand sanitizers and hands-free dispensers through orientation programs and visual reminders to all building occupants.

3.4 ADB shall develop guidelines to address safe handling and storage of cleaning chemicals including, but not limited to: management of records on chemical consumption; product containment, storage and dispensing; chemical dilutions; chemical spill emergency response and waste management.

3.5 ADB shall ensure that staffing and training requirements for janitorial personnel are appropriate to the needs of the building through regular tool box meetings and specialized training. Training shall be specific to work assignments and its associated responsibilities and hazards.

3.6 ADB shall develop and use a feedback system for continuous improvement of equipment, procedures and processes in relation to green cleaning. It shall use the Building Services Request (BSR) system to immediately address concerns of building occupants and the annual client survey results for program planning and continual improvement.

4.0 Performance Measurement

4.1 The effectiveness of the Green Cleaning Guidelines shall be monitored through daily inspections of the general supervisor and Assistant Supervisors of janitorial services and building inspectors. All findings from the inspections shall be reported on a monthly basis to the Facilities Planning Specialist and Associate Facilities Planning & Management Officer. ADB shall use quality assurance tools for the proper assessment of custodial effectiveness. Statistical process control charts and its corresponding criteria shall be utilized to maintain high level of effectiveness and to immediately address concerns.

4.2 Records and documentations on chemical consumption, cleaning program and schedule, training, occupant feedback and other strategies for the implementation of the guideline and corresponding best practices shall be maintained and reviewed regularly in accordance with the E²HSMS guidelines.



5.0 Revision History

Revision No.	Brief Description	DRR No.	Effective Date
<u>2</u>	<u>Revision of goal and scope to include ISO 50001; Update responsible parties; and revision of performance measurement to include frequency of inspection and update responsible parties</u>	<u>13-744</u>	<u>19-Apr-2013</u>
<u>1</u>	<u>Revision of targets and goal to include performance targets for sustainable purchases (cleaning product/ equipment); Inclusion of Revision History</u>	<u>11-595</u>	<u>1-Feb-2011</u>
0	Initial issued	10-581	04-Oct-2010

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