

SUBMISSION TEMPLATE

MAN – 4 GREEN CLEANING PERFORMANCE

1. Green Cleaning Policy		YES	NO
A	Has the building developed and implemented a Green Cleaning Policy during the performance period?		
B	Is there a high performance Green Cleaning Programme in place?		
C	Is the green cleaning plans and policies in line with the Green Star SA Policy Model?		

Attachments:

- Attach a copy of the Green Cleaning Policy
- Attach a copy of the High Performance Green Cleaning Programme

Item	Document Title	Description

Report Checklist : Green Cleaning Policy		Included in Policy (Y/N)	Page number
Purpose			
Scope			
Goals and Programme Rules			
Performance Metrics	Environmental Performance Measurements		
Procedures and Strategies Standards			
	Purchase of Green Cleaning Consumables		
	Purchase of Green Cleaning Equipment		
Implementation Procedures and Strategies			
Standard Operating Procedures	Hard floor and carpet maintenance		
	Handling and storing of cleaning chemicals		
Vulnerable Populations	Protection of vulnerable populations		
Hygiene	Promotion of hand hygiene		
Training	Training of cleaning staff		
Staffing Plan	Development of appropriate staffing Plan		
Quality Assurance Control	Control systems		

Processes			
	Specifications for tenders		
	Occupant Feedback Collection Processes		
Responsibilities and Accountability			
Time Period			

2. Purchase of Green Cleaning Consumables		20% or more	40% or more
A	What percentage of purchased cleaning consumables meets the sustainability criteria for their product category?		

Attachments:

- a. Attach Cost reports or any other records indicating quantum of products purchased and percentage meeting criteria

Item	Document Title	Description

3. Purchase of Green Cleaning Equipment		Answer
A	What percentage of all new purchases of cleaning equipment during the performance period have met the sustainability criteria outlined under Compliance Requirements in the credit criteria?	
B	Is there a phase-out plan for existing equipment that is non-compliant?	

Attachments:

- a. Attach Cost reports or any other records indicating quantum of cleaning equipment that is used on site
- b. Attach Cost reports or any other records indicating quantum of cleaning equipment purchased and percentage meeting criteria
- c. Attach repair and maintenance log for all powered cleaning equipment.
- d. Attach Phase-Out Plan for non-compliant equipment

Item	Document Title	Description

4. Cleaning Audit		YES	NO
A	Has a Cleaning Audit been carried out in accordance with the stipulated guidelines		
B	Was a score of 3 or less obtained?		

Attachments:

- a. Attach audit calculator, confirming scores for each audited space type
- b. Attach copy of completed spread sheet above as evidence

Item	Document Title	Description

Statement of Authenticity

I, _____, hereby declare that the values/information listed in this submission template are indeed the true values of the applicant building, and additionally, that evidence either proving or rationalising said values can be supplied within 14 days of notification by either GBCSA, or any GBCSA approved third party.

DATE: _____

NAME: _____

SIGNATURE: _____