



LEED 2009 for Existing Buildings: Operations & Maintenance

IEQ CREDIT 3.2: GREEN CLEANING

CUSTODIAL EFFECTIVENESS ASSESSMENT

All fields and uploads are required unless otherwise noted.

ALL OPTIONS

This static sample form has been modified for offline access. All sections of the form are visible. Sample forms are for reference only.

Refer to the project's Green Cleaning Policy from IEQ Prerequisite 3, as it establishes the goals and practices that lead to achievement of IEQ Credit 3.2.

Performance period start:

Performance period end:

The project team has performed a custodial effectiveness audit in accordance with APPA Leadership in Educational Facilities "Custodial Staffing Guidelines" to determine the appearance level of the facility during the performance period.

Signatory	
Initial here:	<input type="text"/>

Total gross square footage: sf

Complete Table IEQc3.2-1 by assigning rooms into one APPA Space Category (do not list the same APPA Space Category in more than one row). Hover over the column headers for more detail.

Table IEQc3.2-1. Custodial Effectiveness Audit Summary

APPA Space Category ¹	APPA Space Area (sf)	Number of Rooms in APPA Space Category	10% of Rooms	# of Rooms Audited ²	Area Audited (sf)	Average Audit Score for Space Type
Facility overall appearance level						

¹ If the APPA categories do not match the building's spaces, choose categories that are the most similar. To document custom categories, select "Other" and specify the category name.

² Per APPA recommendations, at least 10% of each space type AND 10% of total floor area cleaned should be audited. Also, at least 5 rooms should be audited for each space type (unless there are fewer than 5 rooms, in which case all rooms should be audited.)

Describe the opportunities identified for improved custodial effectiveness based on the audit results.

Select one of the following:

- ☐ The overall appearance level score is based on the average of two audits. (The average scores of two audits conducted by different individuals, working separately and independently, to assess the same spaces and rooms using APPA procedures.)
- ☐ The overall appearance level score is based on a single audit. (An audit conducted using APPA procedures by a single independent 3rd party with relevant past experience, other than the current cleaning service provider or contractor.)
- ☐ Employee training performed before the audit or the quality control process conducted after the audit has been performed to ensure audit accuracy and consistency relative to the appearance level standards provided by APPA.
- ☐ The 3rd party auditor has the technical capacity to accurately conduct the audit relative to the appearance level standards provided by APPA.

Select one of the following:

- ☐ The project building is a single management/control building, pursuing no tenant-related exemptions and needs no tenant-related special calculations.
- ☐ The project building is a multi-tenant building.

MULTI-TENANT BUILDING

Select one of the following:

- ☐ Up to 10% of the building's gross floor area is exempted from this credit and from the declarations and data above.
- ☐ The data and declarations above are inclusive of the entire project building and do not include any exemptions.

EXEMPTED FLOOR AREA

Gross square footage of the project building(s):

 sf

Complete Table L-1. Space Usage Type for each space exempted from this credit.

Table L-1. Space Usage Type.

Enter information for all general usage types within the project building; group spaces with similar characteristics. Non-regularly occupied support spaces (e.g., storage, mechanical spaces, bathrooms, etc.) should be included in the Gross Area of the Space Usage Type for which they are ancillary.

Space Usage Type	Space Name / Description (Optional)	Gross Area (sf)	Owned or Leased	Lease Type	Regularly Occupied Gross Area (sf)	Unconditioned Gross Area (sf)	Prerequisites/ Credits From Which Space is Excluded, if any
Total gross area (sf)							
Total leased gross area (sf)							
Percentage leased gross area (%)							
Total regularly occupied gross area (sf)							
Total unconditioned gross area (sf)							

For all spaces exempted from IEQ Credit 3.2: Green Cleaning - Custodial Effectiveness Assessment, describe the reason for the exemption and efforts made to acquire information related to IEQ Credit 3.2 documentation.

ADDITIONAL DETAILS

- ☐ Special circumstances preclude documentation of credit compliance with the submittal requirements outlined in this form.

SPECIAL CIRCUMSTANCES

Describe the circumstances limiting the project team's ability to provide the submittals required in this form. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits.

Upload IEQc3.2-SC. Provide any additional documentation that supports the claim to special circumstances. (Optional)

- ☐ The project team is using an alternative compliance approach in lieu of standard submittal paths.

ALTERNATIVE COMPLIANCE PATH

Describe the alternative compliance path used by the project team. Include justification that this path meets the credit intent and requirements. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits.

Upload IEQc3.2-ACP. Provide any additional documents that support the alternative compliance path approach. (Optional)

SUMMARY

IEQ Credit 3.2: Green Cleaning - Custodial Effectiveness Assessment
Points Documented:

IEQ Credit 3.2: Green Cleaning - Custodial Effectiveness Assessment
Exemplary Performance Points Documented:

- ☐ The project team reserves one point in the Innovation in Operations credit category for exemplary performance in IEQ Credit 3.2.

REFERENCE ONLY