

Exhibit D

Low Environmental Impact Cleaning and Equipment Policy

I. Use of sustainable cleaning products:

The Majority of the cleaning products used at the San Bernardino Justice Center will be Green Seal certified (Green Seal standards GS-37, GS-40, GS-41) per LEED-EB/NC standards. When Green Seal certified products are not available, cleaning products must comply with California Code of Regulations Title 17 Section 94509 maximum allowable VOC levels. In addition, if Green Seal products are not available, Vendor is required to use a more environmentally friendly product than the conventional version of the cleaning agent. All hand soap must not contain any antimicrobial agents. All floor cleaners must be zinc free. Any changes to cleaning products will be reviewed by the Director of Facilities before they will be used for cleaning. Custodians and staff are not allowed to bring their own cleaning materials onsite.

II. Use of EPA compliant disposable janitorial paper products and trash can liners:

Vendor is required to use janitorial paper products and trash can liners that meet or exceed the minimum requirement by the Environmental Protection Agency for recycled content. The requirements are:

Product	Recycled Content Post-consumer Waste	Total Recycled Content
Bathroom Tissue	20-60 %	20-100%
Paper Towels	40-60%	40-100%
Paper Napkins	30-60%	30-100%
Facial Tissue	10-15%	10-100%
General Purpose Wipers	40%	40-100%
Plastic Trash Bags	10-100%	n/a

III. Use of chemical concentrates and appropriate dilution systems:

Vendor is required to use a proportioning system per LEED requirements. It is recommended that vendor use the (Betco, Spartan, 3M) system called (FastDraw) to mix the concentrated cleaning reagents. The system is user friendly and requires no manual measurement. In a binder should be kept adjacent to the dilution system in the janitorial closets. Operating instructions should be in both English and Spanish. The systems need to be checked monthly by custodial crew to ensure it is operating as designed. Features include:

1. Closed dilution system.
2. Portion controlled/locked in system. You cannot tamper with or change dilution rate.
3. System attaches directly to the faucet.
4. Easy slide bottle feature allows for quick product changes.
5. Instantly primes. When disengaged, product instantly drains back into the container. No cross contamination.
6. Each product is numbered and color coded for simplified use (the concentrated bottles and spray bottles are both color coded).
7. Educator system is more accurate over varying water pressure than gravity drip systems.
8. Upright bottle design will not leak or drip!

IV. Proper training of maintenance personnel in the hazards, use, maintenance and disposal of cleaning chemicals, dispensing equipment, and packaging:

Vendor is required to provide initial and ongoing training for their employees at a minimum in the following areas:

1. Safe Handling and Disposal of Cleaning Materials
2. Ergonomic training Including Safe Lifting Practices and Proper Equipment Handling
3. Effective Recycling: proper handling, sorting, and disposal of recycling, compost and trash.
4. Proper mixing/dilution of Concentrated Chemicals
5. All custodians must be trained in how to read an MSDS sheet and their location
6. Hazardous and blood borne pathogens

In addition, vendor is to provide we training logs showing the dates and names of the employees trained.

V. Floor Finishes: Vendor shall use is GS-40 Green Seal certified floor finishes and strippers to be used. This product is zinc-free and provides great performance.

VI. Use of hand soap that do not contain antimicrobial agents (other than a preservative system), except where required by health codes and other regulations (i.e. food service and health care requirements).

VII. Vendor supplied hand soap must not contain any antimicrobial agents. Court recommends a GS-41 soap (Kimberly-Clark's Professional Luxury Foam Soap). Please see the MSDS sheet for additional information.

VIII. Use of low environmental impact cleaning equipment that reduces impact on indoor air quality.

Vendor shall following the below requirements for cleaning equipment for use in the San Bernardino Justice Center.

1. Vacuum cleaners that meet CRI (Carpet and Rug Institute) "Green Label" Testing program.
2. All powered maintenance equipment including floors buffers, burnishes' and automatic scrubbers must be equipped with vacuums, guards, and/or other devices for capturing fine particulates and sound levels less than 70dBA.
3. All hot water extractors for deep cleaning of carpets must be capable of removing sufficient moisture such that carpets dry in less than 24 hours.
4. Whenever possible, all cleaning equipment should be ergonomically designed to minimize vibration, noise, and user fatigue.
5. Battery operated machines should use environmentally preferable batteries wherever possible.
6. Propane-powered floor equipment must have high-efficiency, low-emissions engines.
7. Automatic scrubbing machines are equipped with variable-speed feed pumps to optimize the use of cleaning fluids.
8. Where appropriate, active microfiber technology is used to reduce cleaning chemical consumption and prolong life of disposable cleaning pads
9. Equipment will have rubber bumpers to reduce potential damage to building surfaces.
10. A log will be kept for all powered cleaning equipment to document the date of purchase and all repair and maintenance activities and includes vendor cut sheets for each type of equipment in the log book.

IX. Prohibited Chemicals

The following chemicals are prohibited, in accordance with Green Seal standards:

- Alkylphenol ethoxylates (APEs)
- Phthalates
- Dibutyl phthalate
- Heavy metals including arsenic, lead, cadmium, cobalt, chromium, mercury,
- nickel or selenium

- Optical brighteners and chlorine bleach (sodium hypochlorite)
- Ozone-depleting compounds
- Ethylene diamine tetraacetic acid (EDTA)
- Nilotriacetic acid (NTA)
- Petroleum or petrochemical compounds
- Phenolic compounds and glycol ethers
- Volatile Organic Compounds (VOCs) (must be less than 10%)
- Carcinogens and reproductive toxins

The following ingredients are found in floor care systems and are prohibited in addition to the above list:

- Zinc
- 2-Butoxy ethanol (EGBE)
- Aqueous ammonia
- 2-Methoxyethanol or ethylene glycol monomethyl ether (EGME)
- 2-Ethoxyethanol or ethylene glycol monomethyl ether (EGEE)

X. Prohibited Practices

Non-concentrated products should not be used. Paper towels should not be used for cleaning. Trash liners should not be removed if they are clean. Automatic aerosol deodorizers that contain high levels of VOCs are prohibited. Urinal blocks are prohibited. Chemically treated dust cloths are prohibited.

XI. Products & Procedures

General Surface Cleaning: General purpose micro-fiber cloths (reusable and launderable) will be utilized for general cleaning and dusting, and used without cleaning chemicals whenever possible. If a cleaning product is required, then a Green Seal certified product, such as Betco's Green Earth (# 11) Peroxide Cleaner will be used with the micro-fiber cloth.

Glass Cleaning: A Green Seal certified non-ammoniated glass cleaner, such as Betco's Green Earth (#19) Glass Cleaner will be used. This product will be used in conjunction with a glass cleaning micro-fiber cloth, or with a squeegee for larger, more soiled areas.

For small spots or smudges, the glass cleaning micro-fiber cloth will be used without a cleaning solution.

Hard Surface Floor Care: Natural concrete flooring will remain unfinished, and a Green Seal certified cleaner, such as Betco's Green Earth Daily Floor Care (#20) will be used. For surfaces requiring a sealer / finish, a Green Seal certified finish will be utilized, such as Betco's Green Earth Floor Finish. Stripping procedures will be

minimized, but when necessary, a companion Green Seal certified stripper will be used, such as Betco's Green Earth Floor Stripper.

Wood Surfaces Care: Wood will be cleaned using a neutral cleaner or a vinegar and water solution. For dry-mopping, a launderable, reusable micro-fiber or cotton dry mop will be used.

Carpet Cleaning: HEPA filtration vacuums will be utilized to maximize particle containment. Green Seal certified products, including Betco's Peroxide Cleaner (#11), Multipurpose Cleaner (#12) and Betco's All Purpose Cleaner (#11), will be used for extraction, scrubbing and periodic spot-cleaning.

Restroom Cleaning & Disinfecting: Restrooms will be cleaned using a disinfectant agent, such as Betco's Oxyfect-G (#27) and a micro-fiber cloth. (A separate cloth will be used for the toilets and urinals.) Mirrors and glass will be cleaned using Betco's Green Earth Glass Cleaner (#19) and a micro-fiber cloth specially manufactured for cleaning glass. A launderable micro-fiber mop or cotton mop will be used for mopping the tile floor.

XII. Green Cleaning Method Overview

1. Preparation: Gather all necessary equipment
2. Empty trash containers:
 - Empty and remove all trash from the room
 - Make sure to properly sort and remove recyclable materials
 - Clean basket with general purpose cleaner if visibly soiled
 - Replace liner if it is soiled. If not, leave the liner and dump the trash
 - NEVER compress trash with your hands or feet
3. Dust high and low:
 - Use a micro-fiber high duster to clean all surfaces above shoulder height
 - Begin at the door and proceed counter-clockwise
 - Use a micro-fiber dusting cloth to dust all lower surfaces following the same counter-clockwise pattern
 - Only use a cleaning chemical if the plain cloth is ineffective
 - Return cloths to Team Room for washing
4. Spot clean surfaces:
 - Using a micro-fiber cloth, spray the All Purpose Cleaner onto the cloth
 - Spot clean desks, chairs, tables, telephones, furniture, switches, doorknobs and frames

- All touch surfaces should be spot cleaned

5. Dry mop or vacuum:

- Using a micro-fiber dry mop, begin at the back of the room and work toward the door (same pattern if using a vacuum)
- Always keep the dry mop in contact with the floor
- Make sure to clean under furniture, corners, under electrical and phone wires, etc.
- Pick up soil with dust pan and brush and empty into the trash container
- To clean the dust mop, use the counter brush in a downward motion over the trash container
- Return mop to supervisor to be washed if needed – intermediate washing can be done in the custodial sink

6. Clean and disinfect bathroom:

- Disinfecting is not considered a “Green Cleaning Approach.” We need to limit the use of a disinfectant. Disinfectant is only used to kill germs.
- Apply toilet bowl cleaner to the inside of the toilet bowl
- Swab the underside of the rim and let sit
- Clean all fixtures, sinks, outside of bowl and toilet seat with a microfiber cloth (use a separate cloth for the toilet to maintain sanitary conditions)
- Clean the mirrors using a glass cleaner and a micro-fiber cloth
- Refill all dispensers, hand soap, toilet tissue and paper towels – make sure to properly allow for stub roll use in dispensing systems to minimize paper waste

6. Damp mop:

- Place “WET FLOOR” signs out
- Wet mop micro-fiber mop head with cleaning solution
- Starting at the far end of the room, damp mop the floor using a figure eight pattern

7. Inspection:

- Check to make sure you have completed all of your steps
- Report any maintenance problems to your supervisor before the end of your shift

9. Project cleaning:

- Project cleaning includes specialty and periodic work
- Use appropriate carpet cleaner for carpet spotter, carpet pre-spray and extraction detergent
- Use appropriate products for floor stripping, sealing and finishing

XIII. Further Information

- Green Seal Standards can be found at www.greenseal.org
 - Green Seal GS-37 for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes
 - Green Seal GS-40 for industrial and institutional floor care products
 - Green Seal GS-41 for industrial and institutional hand cleaners
- California Code of Regulations Title 17 Section 94509 VOC standards for cleaning products can be found at www.calregs.com, perform a keyword search for 94509
- LEED for Existing Buildings: Operations & Maintenance Rating System, January 2008 can be found at www.usgbc.org