



Standard Guide for Stewardship for the Cleaning of Commercial and Institutional Buildings¹

This standard is issued under the fixed designation E1971; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This guide covers a procedure to assist owners and operators of commercial and institutional buildings in the stewardship of cleaning and housekeeping operations. The focus of this guide is to address appropriate cleaning activities and processes, to promote eco-efficiency and sustainability, and to avoid adverse impacts on the building occupants, cleaning personnel, the building structure itself, and the environment. Adherence to the principles set forth in this guide can lead to greater tenant/occupant satisfaction, reduced operational costs and greater productivity (of occupants and cleaning personnel).

1.2 This guide will focus on the development of a stewardship plan and will include the assessment of cleaning processes, product selection, storage, usage, disposal, equipment, training of cleaning personnel and communication throughout the chain-of-commerce.

1.3 This guide addresses issues relating to the operation and maintenance of the heating, ventilating and air conditioning (HVAC) systems which can have a major impact on indoor air quality (IAQ) only to the extent that the HVAC system provides adequate ventilation to lower risk to cleaning personnel, building occupants and the environment during or as a result of the cleaning process.

1.4 This guide is for use in a building that is maintained by either in-house cleaning personnel or an outside cleaning contractor.

1.5 This guide is not intended for construction related activities, but may be appropriate for post construction clean-up.

1.6 This guide is not intended as a procedural guide for cleaning personnel.

1.7 This guide is not intended for use in residential buildings.

1.8 The values stated in inch-pound units are to be regarded as standard. No other units of measurement are included in this standard.

1.9 *This guide offers an organized collection of information or a series of options and does not recommend a specific course of action. This document cannot replace education or experience and should be used in conjunction with professional judgment. Not all aspects of this guide may be applicable in all circumstances. This ASTM standard is not intended to represent or replace the standard of care by which the adequacy of a given professional service must be judged, nor should this document be applied without consideration of a project's many unique aspects. The word "Standard" in the title of this document means only that the document has been approved through the ASTM consensus process.*

1.10 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 *ASTM Standards:*²

E631 Terminology of Building Constructions

E833 Terminology of Building Economics

E2114 Terminology for Sustainability Relative to the Performance of Buildings

2.2 *Other Standards:*³

ISO 14040 Life Cycle Assessment

3. Terminology

3.1 *Definitions:*

3.1.1 For terms related to building construction, refer to Terminology **E631**.

¹ This guide is under the jurisdiction of ASTM Committee **E60** on Sustainability and is the direct responsibility of Subcommittee **E60.01** on Buildings and Construction.

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² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ Available from International Organization for Standardization (ISO), 1, ch. de la Voie-Creuse, Case postale 56, CH-1211, Geneva 20, Switzerland, <http://www.iso.ch>.