

Select Preferred Cleaning Products

WELL Health-Safety Rating™
Q4 2022 addenda

HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **policy and/or operations schedule** to **minimize potential health effects to occupants by selecting less hazardous products**.

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project boundary.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating, certification or other designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation, and IWBI shall have no liability resulting from the use or content of this document or similar tools or resources or from any action taken or inaction occurring in reliance on this document or similar tools or resources.

Note: The below document is based on the Q4 2022 addenda of the WELL Health-Safety Rating™. Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.



The below sample documentation is intended to provide guidance in selecting preferred cleaning products for the project. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

EXAMPLE DOCUMENT

Example for Sections a and b

[Company] Approved Cleaning Products

Location: project address

Responsible Party

The *[Housekeeping Manager]* is responsible for maintaining the list of approved cleaning, disinfection and sanitization cleaning products and communicating this policy. Should any additional products be required for cleaning, *[Housekeeping Manager (Employee Name)]* must be contacted, prior to purchasing, to confirm that the selected product complies with the requirements of the cleaning products purchasing policies in place.

- A. All cleaning, disinfection and sanitization products purchased for the project must be labeled as low-hazard, *[Insert ISO 14024-Compliant (Type 1) Ecolabel, or local governmentally recognized third-party certification]* and only the pre-approved cleaning products listed below may be used in this space.

OR

- B. Products do not contain ingredients listed per the following Globally Harmonized System (GHS) codes and corresponding hazard statements, as disclosed in Section 3 of their Safety Data Sheets (SDSs):
- H311 (toxic in contact with skin).
 - H312 (harmful in contact with skin).
 - H317 (may cause allergic skin reaction). Individual terpenes may be present up to a concentration of 0.5% in undiluted products.
 - H334 (may cause allergy or asthma symptoms or breathing difficulties if inhaled).
 - H340 (may cause genetic defects).
 - H350 (may cause cancer).
 - H360 (may damage fertility or the unborn child).
 - H372 (may cause damage to organs through prolonged or repeated exposure).

The following table includes a comprehensive list of all cleaning, disinfection and sanitization products that have been approved for use in this project.

[COMPANY] APPROVED CLEANING PRODUCTS				
Approved Products	Use	Label	SDS does not contain ingredients per GHS codes	Notes
<i>[Product Name]</i>	<i>[Hard surface floors]</i>	<i>[Insert ISO 14024-Compliant (Type 1) Ecolabel]</i>		
<i>[Product Name]</i>	<i>[Nonporous surfaces]</i>	<i>[Insert recognized third-party certification]</i>	<i>[Yes]</i> <input checked="" type="checkbox"/>	<i>[Ensure gloves are worn while using product.]</i>

TIPS FOR MULTIPLE LOCATIONS

- For organizations participating in WELL at scale, this policy and/or operations schedule is categorized as Shareable. It may be share across multiple projects, as long as they all meet the strategies that are outlined in the document.

- If you have projects pursuing the rating together that have different cleaning practices, distinct documentation should be developed for each. Identify each of the specific projects by name (must match project names in WELL Online).