

Date: February 26, 2014

Re: Green Cleaning Policy

Green Cleaning – Cleaning Products and Materials

Intent

To reduce the exposure of students, faculty and staff including maintenance personnel and contractors to potentially hazardous chemicals, biological and particulate contaminants, which can adversely impact air quality, human health, building finishes, building systems and the environment.

Responsibility

All employees are required to be responsible for establishing, implementing, maintaining and assuring continued compliance to the requirements of this procedure, including the training of personnel and subcontracted work.

Scope

The practices listed below shall be implemented, to the extent practicable, with a minimum compliance goal of 75% of products complying, based on cost. Staff are to track purchase rates of both compliant and noncompliant products. Tracking shall include date of purchase, purchaser, product name, cost, quantity and applicable reference standard. In the case where a contractor is used for maintenance, contract language should require compliance and implementation with the following policies.

Product types subject to these requirements include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control, disinfectants, disposable janitorial paper products and trash bags, and hand soaps.

Cleaning products meet one or more of the following standards for the appropriate category:

- Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes
- Environmental Choice CCD-110, for cleaning and degreasing compounds
- Environmental Choice CCD-146, for hard-surface cleaners
- Environmental Choice CCD-148, for carpet and upholstery care
- Green Seal GS-40, for industrial and institutional floor-care products
- Environmental Choice CCD-147, for hard-floor care
- EPA Design for Environment Program's standard for safer cleaning products, and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Design for the Environment requirements, as appropriate for use patterns and marketing claims).

Disinfectants, metal polish, floor finishes, strippers or other products not addressed by GS-37 or Environmental Choice CCD-110, 146, or 148 shall meet at least one of the following standards for the appropriate category:

- Environmental Choice CCD-112, for digestion additives for cleaning and odor control
- Environmental Choice CCD-113, for drain or grease-trap additives
- Environmental Choice CCD-115, for odor-control additives
- GS-52/53 for specialty cleaning products
- California Code of Regulations maximum allowable VOC levels for the specific product category.
- EPA Design for Environment Program's standard for safer cleaning products, and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Design for the Environment requirements, as appropriate for use patterns and marketing claims).

Disposable janitorial paper products and trash bags should meet the following requirements:

- EPA Comprehensive procurement guidelines for janitorial paper
- Green Seal GS- 01, for tissue paper
- Environmental Choice CCD-082, for toilet tissue
- Environmental Choice CCD-086, for hand towels
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers;
- FSC certification, for fiber procurement;
- EPA comprehensive procurement guidelines, for plastic trash can liners; and/or
- California integrated waste management requirements, for plastic trash can liners (California Code of Regulations Title 14, Chapter 4, Article 5, or SABRC 42290-42297 Recycled Content Plastic Trash Bag Program).

Hand soaps meet one or more of the following standards:

- No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements)
- Green Seal GS-41, for industrial and institutional hand cleaners
- Environmental Choice CCD-104, for hand cleaners and hand soaps.
- Environmental Choice CCD-170, for hand sanitizers.
- EPA Design for Environment Program's standard for safer cleaning products.

Green Cleaning – Cleaning Equipment

Intent

To reduce chemical, biological and particulate contaminants from powered cleaning equipment.

Responsibility

All employees are required to be responsible for establishing, implementing, maintaining and assuring continued compliance to the requirements of this procedure, including the training of personnel and subcontracted work.

Scope

An inventory shall be created of all interior and exterior maintenance equipment, including what is brought on site by maintenance vendors. At least 40% of all powered custodial equipment (purchased, leased or used by contractors) must meet the following criteria. For equipment that does not meet the criteria, a phase-out plan is to be developed.

Purchase Criteria

- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.
- Ergonomically designed to minimize vibration, noise, and user fatigue, as reported in the user manual in accordance with ISO 5349-1 for arm vibrations, ISO 2631-1 for vibration to the whole body, and ISO 11201 for sound pressure at operator's ear; and
- As applicable, environmentally preferable batteries (e.g., gel, absorbent glass mat, lithium-ion) except in applications requiring deep discharge and heavy loads where performance or battery life is reduced by the use of sealed batteries.
- Vacuum cleaners must be certified by the Carpet and Rug Institute Seal of Approval/Green Label Vacuum Program and operate with a maximum sound level of 70 dBA or less in accordance with ISO 11201.
- Carpet extraction equipment, for restorative deep cleaning, must be certified by the Carpet and Rug Institute's Seal of Approval Deep Cleaning Extractors and Seal of Approval Deep Cleaning Systems program.
- Powered floor maintenance equipment, such as vacuums, guards, or other devices for capturing fine particulates, must operate with a maximum sound level of 70 dBA, in accordance with ISO 11201.
- Propane-powered floor equipment must have high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board or EPA standards for the specific engine size and operate with a sound level of 90 dBA or less, in accordance with ISO 11201.
- Automated scrubbing machines must be equipped with variable-speed feed pumps and either (1) on-board chemical metering to optimize the use of cleaning fluids or (2) dilution control systems for chemical refilling. Alternatively, scrubbing machines may use tap water only, with no added cleaning products.

Green Cleaning - Custodial Effectiveness Assessment

Intent

To reduce the exposure of students, faculty and staff including maintenance personnel and contractors to potentially hazardous chemicals, biological and particulate contaminants, which can compromise human health, building finishes, and systems and the environment, by implementing effective cleaning procedures.

Responsibility

All employees are required to be responsible for establishing, implementing, maintaining and assuring continued compliance to the requirements of this procedure, including the training of personnel and subcontracted work.

Scope

The campus will conduct an annual audit in accordance with APPA Leadership in Educational Facilities' Custodial Staffing Guidelines, or a local equivalent, whichever is more stringent, to determine the appearance level of the facility. The facility must score 2.5 or better.

Occupant Health/Comfort

To protect vulnerable building occupants, such as pregnant women, children, asthmatics, elderly occupants, individuals with allergies and highly sensitive individuals, cleaning staff shall use only low/no VOC cleaning products; they shall perform routine cleaning and floor restoration activities after working hours when the majority of occupants have left the building; the staff shall limit the number of cleaning chemicals used in the building; and they shall maintain a high level of cleanliness thus minimizing the presence of irritants.

Occupant Feedback and Auditing

On a bi-annual basis a digital survey will be posted soliciting feedback from office staff. Content will include feedback regarding cleaning protocols and program effectiveness, thermal comfort and other staff satisfaction criteria deemed of particular interest in the given office location. Protocols and programs will be modified based on occupant feedback as deemed appropriate.

Green Cleaning – Operating Procedures

Intent

To reduce the exposure of students, faculty and staff including maintenance personnel and contractors to potentially hazardous chemicals, biological and particulate contaminants, which can compromise human health, building finishes, and systems and the environment, by implementing effective cleaning procedures.

Responsibility

All employees are required to be responsible for establishing, implementing, maintaining and assuring continued compliance to the requirements of this procedure, including the training of personnel and subcontracted work.

Scope

The campus publishes a detailed custodial manual that addresses many components of critical importance to custodial practices. This document is reviewed annually for consistency and compliance with current standards. Topics covered include:

- Custodial Services Rules and Procedures
- General Information
- Safety Issues
- Custodial Stations
- Ordering Supplies
- Restroom Care
- Cleaning Entrances and Hallways
- Classroom and Laboratory Care
- Office Maintenance
- Floor Care
- Carpet Care
- Recycling
- Submitting Service Requests

Green Cleaning – Personnel and Planning

Intent

To reduce the exposure of students, faculty and staff including maintenance personnel and contractors to potentially hazardous chemicals, biological and particulate contaminants, which can compromise human health, building finishes, and systems and the environment, by implementing effective cleaning procedures.

Responsibility

All employees are required to be responsible for establishing, implementing, maintaining and assuring continued compliance to the requirements of this procedure, including the training of personnel and subcontracted work.

Scope

The campus utilizes a custodial management system to plan for and track custodial time allocation for the maintenance of campus facilities. The system utilizes industry recognized standards for maintenance, as well as any supplementary requirements instituted by the campus. Staffing is allocated based on the information provided.

Green Cleaning - Custodial Training

Intent

To reduce the exposure of students, faculty and staff and contractors to potentially hazardous chemicals, biological and particulate contaminants, which can compromise human health, building finishes, and systems and the environment, by implementing effective training programs

Responsibility

All employees are required to be responsible for establishing, implementing, maintaining and assuring continued compliance to the requirements of this procedure, including the training of personnel and subcontracted work.

Scope

All custodial staff and managers shall receive environmental safety and health training, addressing, at minimum, hazards associated with the use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging. Vendors shall supply evidence of compliance with training requirements prior to contract award or renewal.

Training Topics

Hours	Training Subject/Topic
0.50	Illness and Injury Prevention Program
0.50	Hazard Communications Program
0.50	Anti-Harassment Policy and Procedure
0.50	Zero Tolerance Drug and Alcohol Policy
0.50	Company Rules, Policies, and Procedures
0.50	MSDS Sheets
1.50	Cleaning Techniques
0.50	Emergency Preparedness and Safety Issues
0.50	Finishes and Hard Floor Maintenance
0.50	Carpet Maintenance
0.50	Hand Hygiene, Hand and Skin Protection
0.50	Chemical Handling, Storage, Disposal & Recycling
0.50	Dilution Control and Spill Management
0.50	Bloodborne Pathogens – Emergency Spill Clean-up Procedures
0.50	Workplace Violence Awareness
0.50	Safe lifting and Preventing back injuries
0.50	Slips, Trips, Falls and Hazards
0.50	Workman’s Comp
0.50	Ladder Safety/Electrical Safety
0.50	Equipment Maintenance and Documentation
0.50	Personal Ergonomics / Repetitive motion
0.50	Accident Investigation and Reporting
12.00	

Annual Training Hours

All workers shall receive a minimum of 12 hours of training annually.

Staffing Plan

An appropriate staffing plan shall be developed to achieve the regular performance of maintenance related activities so that the work may be done thoroughly and completely.