

University of Guelph

Custodial Services

GREEN CLEANING POLICY

Custodial Services continually strives to provide a safe, healthy and sustainable environment for our Campus community and visitors; and to protect the physical assets of the University.

We will accomplish this by reducing the exposure to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment.

We believe that a green cleaning program is a process that is continually evolving, affecting our choice of cleaning solutions, practices, equipment and tools; as well as staff training with a commitment to environmental stewardship through conscious cleaning and standard procedures.

Goals and Strategies

Our goal is to be recognized as a leader in environmental sustainability.

We will achieve satisfactory cleaning by utilizing sustainable practices with minimal impact to Campus environments.

We will do this by researching new technology in the industry, reviewing current legislation and practices and implementing continuous improvements to our program.

Current Buildings in Green Program

- Bldg #002 College of Business and Economics – LEED Certification Pending
- Bldg #093 Primary Health Care – LEED Certified
- Bldg #089 Pathobiology and Animal Health Lab – LEED Certified
- Bldg #135 Centre for Biodiversity Genomics – LEED Certified
- Bldg 159 Engineering Complex – LEED Certified

Green building strategies are initiated in the planning phase for all new building coming on line.

However, Custodial Services has incorporated these strategies into standard practice for all buildings as much as possible for the betterment of the Campus community.

Jan. 3, 2016.

Revised January 3, 2016.

CLEANING PROGRAM

Staffing

Staffing levels and assignments are determined utilizing available resources and verified using “Clean Ops” and “Breeze” workload programs and ISSA Cleaning Standard Times.

Staff Training

New custodial employees receive a 5 day training program which includes review of policies and procedures of Custodial Services and the University, introduction to Green Cleaning and the Campus Sustainability program, theory and hands on training in Custodial practices with emphasis on disinfection in washrooms, equipment operation, ergonomics, WHMIS and Customer Service training.

Continuous training is provided to all staff on a quarterly basis through the department and Environmental Health and Safety Department (EHS). Education matrix is managed by EHS.

Training is also supplemented “E-Learning” on-line training program provided by Swish Clean Ltd., with specific modules covering green cleaning practices.

On going review of operational practices occurs on a monthly basis at Area Safety Meetings with documentation on Annual Quality Monitoring Report.

Procurement

We have established a partnership with Swish, Canada for a one-source supplier with a demonstrated commitment to providing sustainable products and supplies that have achieved Environmental Choice and Green Seal certification.

Cleaning Chemicals

The number of chemicals used by Custodial staff has reduced greatly since adopting a green cleaning program.

Staff generally use 3 products on a daily basis: ES 128 disinfectant, ES 71 hydrogen peroxide multi purpose cleaner and ES 51 washroom cleaner.

These products are scent-free chemicals that are Environmental Choice and Green Seal certified.

Concentrated products are dispensed accurately and safely through approved Enviro Solutions portable dispensing systems that meet CSA and municipal standards. **This is the only dispenser currently available that has City of Guelph approval for back flow prevention.*

Chemicals are competitively priced and match or exceed traditional products.

Standard Operating Procedures are in place to guide safe use, storage and disposal of cleaning chemicals and solutions.

Swish also provides safe disposal of obsolete and outdated chemicals as part of its Green program.

Skin Care

Hand soap, ES49, is a certified product under the Environmental Choice program.

Paper Products

Paper products are chlorine free and derived from renewable resources and manufactured from 100% post consumer recyclable content. They are dispensed through "hands free" dispensing units.

Garbage Bags

Garbage bags will be made from renewable resources and will be 100% compostable.

Micro-fiber Cleaning System

Our 2011 goal is to implement a total microfiber cleaning system in most areas on Campus. The intent is to reduce or eliminate the use of cleaning chemicals while reducing worker fatigue and improve overall safety. We have chosen the Vileda Swep system, which includes premium micro-fiber colour coded cloths, flat wet mops, ergonomic tools and cart. Flat micro-fiber dust mops are being evaluated to provide a comprehensive cleaning system. The system is modular in nature so we can tailor each cart to meet the specific needs of the areas that will be serviced.

Standard operating procedures will be reviewed and revised to accommodate the change.

Equipment

Our program includes the use of janitorial equipment that reduces building contaminants and minimizes the impact to the environment.

Vacuum cleaners with HEPA filters meet CRI criteria and operate at a sound level of less than 70 dBA.

Where feasible, ride on automatic floor scrubbers and sweepers are used and powered using gel batteries. New technology led us to purchase eCH2O scrubber which charges the water allowing for safe and effective cleaning without the use of chemicals, conserves water, reduces noise, improves air quality and increases safety. All equipment is designed with guards and bumpers to reduce the risk of damage to building surfaces.

Preventative maintenance and emergency repairs are performed by a dedicated technician who is contracted through Swish Maintenance.

Technician is on Campus Mon – Fri. and works from a designated repair shop.

Indoor Chemical and Pollutant Source Control

Permanent entry “grate” systems capture initial dirt and particulates (buildings within last 10 years); followed by a minimum of 10 feet of matting covering traffic areas inside the entranceways. We install two levels of matting (good and premium matting) based on light and heavy traffic flow. Vi-floor Commercial Grade matting is CRI Green Label + certified.

Containment drains are present where grate systems are in place. During winter months, truck mount units are used to extract excessive slush, ice melter and sand from entranceways to minimize excessive tracking within the bldg.

Scent Awareness Guidelines were developed and implemented in February 2007.

Building mechanics are responsible for cleaning duct work and replacing filters.

Custodial Effectiveness

Performance is monitored following the APPA Custodial Staffing Guidelines to measure the appearance level for individual buildings. Inspections are compared as this could reflect activity or program changes which may identify the need to increase or decrease staffing.