

Dickinson

Green Cleaning Policy – Purchasing

February 26, 2015

Facilities Management's Housekeeping Department has the goal of creating and maintaining a high performance cleaning program at Dickinson College so as to promote a healthy environment while reducing potentially harmful chemical exposure to building occupants and maintenance personnel. To this end, the Housekeeping Department has adopted the following mission statement, procedures, and policies. The Associate VP of Sustainability & Facilities Planning and the Director of Housekeeping will periodically review Dickinson's cleaning practices and policies.

Housekeeping Department Sustainable Mission Statement

We pledge to do our part to sustain the environment and to protect and enhance the well-being of our students, faculty, visitors and employees. We commit to implement, in all feasible areas, the right processes, equipment, and solutions that respect and preserve our natural resources.

Sustainable Products and Equipment Purchasing Policy:

The Housekeeping Department has developed a purchasing brochure to guide all purchases of cleaning products. The brochure, titled "Green Cleaning Sustainable Mission Statement," is attached. The department strives to purchase all products to comply with sustainability and health standards, and the certification standards are included in the document. Importantly, the Housekeeping Department is committed to purchasing third party certified cleaning and janitorial products. These third parties include Green Seal, UL Environment (EcoLogo), and EPA Design for the Environment (DFE).

Chemical Handling & Storage:

The following procedures are in place for chemical handling and storage:

- Prior to distribution to buildings, cleaning chemicals will be stored in a centralized and secure area with containment that will protect against an inadvertent release to the environment (i.e. no floor drains in the vicinity).
- Point-of-use storage, such as in janitorial closets, shall maintain the minimum quantity of chemicals as practical.
- Where appropriate, cleaning chemical dispensing systems shall be used to minimize the handling exposure to the employees and to measure the proper amount of cleaning solution for dilution.

- Proper Personnel Protective Equipment (PPE) shall be provided to employees handling the cleaning chemicals. All personnel that use the cleaning chemicals shall be properly trained in their handling, use, and spill cleanup.
- Hazardous spills or mishandling incidents shall be managed to minimize personnel exposure, damage to the environment, and damage to the building.

Training:

Dickinson's housekeeping staff shall be trained in elements of the Green Cleaning Policy. This training will ensure that the staff is fully educated on the products, equipment, and procedures, as well as the goals and priorities that are critical to the success of the green cleaning program.

Measurement and Verification:

The housekeeping department will measure and verify the amount of products being purchased that comply and do not comply with the Green Cleaning Policy on a cost basis. This analysis will occur at least twice a year. A Facilities Management safety committee, which includes housekeeping staff, will assess adherence to the program and viability of the program on a periodic basis. Housekeeping supervisors will seek customer feedback and input on a regular, informal basis. Customers who request service through the college's work order system will receive a satisfaction survey which is used to assess the program as well.

Leadership/Accountability:

The Director of Housekeeping is responsible for ensuring compliance with this policy. The Director reports to the *AVP for Facilities*, who is ultimately responsible for the success of the program. The *AVP for College Sustainability* will review the program on a regular basis to check compliance and to develop ideas for improvement.