

UNIVERSITY OF WISCONSIN- RIVER FALLS

Green Cleaning Policy

Facilities Management Custodial Services

This document is owned and maintained by the Facilities Management Custodial Services department and the Sustainability Coordinator of the University of Wisconsin- River Falls. Any questions pertaining to this document should be directed to Mark Klapatch at mark.klapatch@uwrf.edu

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Introduction

The University of Wisconsin- River Falls is committed to maintaining a clean and safe environment for the members of faculty, staff, employees, students, and visitors. In an effort to provide the utmost quality environment, the Facilities Management Custodial Services department and the Sustainability Coordinator have come together to create a green cleaning policy that strives to promote safety, inclusion, responsibility, and sustainable practices.

Definitions

“Environmentally Preferable” in this document is defined as “products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.” Specific certifications for products can be found under the Standards section.

Purpose

The purpose of this document is to outline the framework of the University of Wisconsin- River Falls green cleaning standards and practices. The standards listed here are an effort to reduce the exposure to faculty, staff, employees, students, and visitors to chemical, biological, and particulate matter that can present a danger to health, the buildings, its contents, and the environment.

The Green Cleaning Policy as outlined here will be upheld by management and custodial staff. This policy will come into effect immediately and will continue indefinitely.

Protecting Vulnerable Occupants

The Green Cleaning Policy was created to protect the health of individuals utilizing chemicals as well as the health of individuals using campus buildings by reducing the potential of hazards. The University of Wisconsin- River Falls understands that there are people with additional needs such as asthma, respiratory conditions, allergies, and other sensitivities to chemicals and products. In an effort to provide additional protections, the University has several procedures including:

- The use of green cleaning products, both chemicals and paper products, that adhere to protocol in order to reduce impact on building occupants
- Standard Operating Procedures for cleaning will include measures to notify vulnerable occupants in advance when more aggressive cleaning chemicals will be used
- More aggressive cleaning projects will be planned during times when there are fewer occupants using the campus buildings such as Summer or J-Term

Scope

The Green Cleaning Policy, as adopted by the University of Wisconsin- River Falls Facilities Management, extends to all academic buildings including: Emogene A. Nelson Center, Karges Center, Hagestad Hall, Agricultural Science and Food Science Addition, Agricultural Engineering Addition, North Hall, South Hall, Chalmer Davee Library, Walker D. Wyman Teacher Education Building, Kleinpell Fine Arts, Centennial Science Hall, David Rodli Commons, Facilities Management, Regional Development Institute, Campus Farm, Heating/Cooling Plant, and Mann Valley Farm.

Products that follow the Green Cleaning Policy will be used in all areas including: floors, entryways, windows, offices, classrooms, bathrooms, and public areas.

Purchasing

The University of Wisconsin-River Falls is required to purchase cleaning products through the available manufacturers and distributors listed on the state contracts. Every effort will be made to purchase green cleaners when possible. As the contract changes and the manufacturers and distributors change, the university will test the products available to determine which products will best meet the needs of the university in the most environmentally friendly manner possible. The purchasing of and/or the use of non-contract or management approved cleaning products or chemicals is strictly prohibited.

Standards

UWRF strives to establish a cleaning management system that goes beyond simple cleaning. We strive to use products designated as environmentally preferable by an established and legitimate, nationally-recognized program developed with the purpose of identifying environmentally preferable products; such as: Green Seal, Forest Stewardship Council, Eco Logo, U.S. EPA Safer Choice, and Green Guard certified products.

Storage and Handling

Cleaning products are primarily stored in the Central Stores area of the Maintenance and Central Stores building. As building custodians need product, they complete supply order forms. The Custodial Lead Workers then collect the needed supplies and deliver them to the custodians in the building. Products should always be used in a first in first out manner so products do not remain on shelves past their expiration limits. Proper handling, containment, storage and dispensing techniques should be implemented at all times.

Training

All new members of the Custodial Services team go through training on all of the products used during the scope of their work. Training includes review of the Material Safety Data Sheets (MSDS), training on any personal protective equipment needed when working with various products, proper labeling and storage of each product, identifying recyclable containers and recycling properly, training on what each

product can and should be used on, and how to use each product including any dilution ratios involved. As products change, all Custodial Services employees receive training on the new products.

Feedback

The responsible parties shall regularly communicate with all cleaning staff, and conduct regular site inspections and evaluations to ensure that the Green Cleaning Policy is in place and functioning as intended. In addition to ongoing quality control measures, Building Custodial and Support Staff will review all practices and products (annually) to identify opportunities for improvement and expansion of environmentally friendly practices.

Policy Violation

Identifying policy violations is the responsibility of the Lead Custodial Staff, Custodial Supervisors, and the Sustainability Coordinator. All violations will be reviewed by the Custodial Supervisors and decisions about the violations will be made on a case by case basis.

Policy Approval

In order for this policy to be valid, all additions or changes must be approved by the Sustainability Coordinator and the Custodial Supervisor.