

**UNIVERSITY OF MINNESOTA, MORRIS**

**FACILITIES MANAGEMENT**

**600 E. 4TH STREET**

**MORRIS, MN 56267**

**The University of Minnesota, Morris Green Cleaning Policy**

These procedures, equipment and training are a large part of any green program.

**Benefits of Green Cleaning**

It is widely recognized that Green Cleaning can be both environmentally responsible and an important contributor to building occupant health. We can minimize the carcinogens and toxins frequently contained in cleaning products and we can improve the buildings indoor air quality, reduce individual chemical sensitivity, decrease waste and improve productivity. Green Cleaning is a largely cost neutral service change. When considering possible resource conservation and potential occupant productivity gains, Green Cleaning can actually demonstrate cost savings and contribute to overall operational efficiency.

**Employee Training**

Training instructions will be hands-on with all techniques and products demonstrated in small group sessions. We also include one-on-one training in the beginning for new hires. Touch free cleaning is part of the custodial green program. The C3 Cleaning Machine helps achieve this through: ½ GPM to reduce water consumption, battery operation for quiet operation and utilizing concentrated, environmentally preferred refills. Lead workers and supervisors will receive additional training in Green Cleaning principles in order to be able to deliver positive reinforcement to custodians and to encourage exploration of additional opportunities.

**Scope of Services**

All offices and workstations, bathrooms, stairwells, entryways, lobbies, conference rooms, classrooms, labs, /hallways, elevator, kitchenette, recycling areas and other heavily used common area will be cleaned on a daily basis between 6 a.m. and 2:30 p.m. on all regular business days.

Any requests for additional work outside the 6-2:30 work day will be considered by management and charged for separately on a time and material basis.

All areas will be cleaned as needed to maintain acceptable quality level. Daily cleaning services will achieve the following conditions:

- A neat, orderly and dust-free appearance
- Clean and properly maintained building entrances
- Waste receptacles clean, lined, odor-free and emptied as needed
- Properly maintained hard surface floors that are free of debris, dirt, stains and scuff marks
- Carpeting free of dirt, dust, visible stains and litter
- Walls, doors, glass, fixtures, furniture and equipment free of any visible marks, stains, soil and fingerprints.
- Washrooms properly supplied, sanitized and free of litter and visible soil.
- Prompt reporting of inoperative light bulbs and other maintenance problems
- Sorting and removal of recyclable materials to appropriate receiving area

Service quality will be monitored and managed to ensure that a clean, pleasant environment is being maintained for all building occupants. The minimum acceptable cleanliness will be based on the APPA Level II standard for institutional buildings. The immediate supervisor or lead worker will make periodic checks to ensure the upkeep.

### **Cleaning Products and Equipment**

While the EPA has established general guidelines for green products and procedures, no formal product recommendations yet exist. After researching known eco-labels and eco-organizations, we have determined that Green Seal is the most widely respected and utilized product certification organization.

#### ***Green Seal Mission Statement***

*Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global warming and ozone depletion. Green Seal has no financial interest in the products that it certifies or recommends nor in any manufacturer or company. Green Seal's evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures. Thus, Green Seal provides credible, objective and unbiased information whose only purpose is to direct the purchaser to environmentally responsible products and services. Green Seal principles, certifications and recommendations will be a minimum product selection standard for the University of MN, Morris Green Cleaning Program. More information is available at [www.greenseal.org](http://www.greenseal.org). UMM will go beyond Green Seal standards when possible.*

### **Low Environmental Impact Equipment in use:**

- Vacuums
- Extraction equipment
- Autoscrubbers—Chariots & walk behinds
- Buffers
- Touch-free Restroom Cleaning (C3)

### **Micro Fiber mops and clothes:**

- Captures more dirt
- Reduces chemical use
- Lasts longer
- Takes less effort to use
- Always uses fresh cleaning solution

### **High Performance Matting:**

- 12 to 20 feet of high quality matting
- Less dirt tracked in
- Lower cleaning burden
- Rubber-backed is environmentally preferred over vinyl-backed.

### **Paper Towels and Tissue:**

- All paper products being used are Green Seal Certified.
- Green Seal Standards GS-01, GS-09 exceed EPA guidelines
- The paper towel meets EPA guidelines and is 82% post-consumer waste and 100% recycled.
- The tissue meets EPA guidelines and is a minimum of 20% post-consumer waste and 100% recycled.

### **Green Seal Certified Cleaner and Floor Care Products:**

- Super Shine-All
- Green Select Disinfectant—Re-Jv-Nal
- Top Clean
- Suprox
- Carpet Pre-Spray and Extraction

### **Daily cleaning processes**

- Vacuuming entrance matting daily

- Daily touch free restroom cleaning
- Daily use of microfiber help insure the completion of a quality Green Cleaning program

### *General Surface Cleaning*

General purpose microfiber wipes (reusable and launderable) will be utilized for general cleaning and dusting, and used without cleaning chemical whenever possible.

If a cleaning product is required, then a Green Seal certified product, such as Hillyard's Green Select Glass Cleaner will be used with the microfiber wipe.

Counter surfaces will be cleaned in accordance with the manufacturer's specifications using a Green Seal certified product.

Stainless steel surfaces will be cleaned using wipes treated with a citrus-based cleaning solution.

### *Glass Cleaning*

A Green Seal micro fiber cloth system is in place for window washing. This will be used in conjunction with the Hillyard's Green Select Glass Cleaner and a squeegee for larger, more soiled areas. For smaller areas and spot or smudges, the glass cleaning microfiber wipe will be used without a cleaning solution.

### *Hard Surface Floor Care*

The concrete flooring surface is sealed/finished and will be scrubbed (stripped minimally) with Green Seal certified products provided by Hillyard's.

Daily cleaning will be done with the auto scrubber (Chariot) using Hillyard's Top Clean.

### *Carpet Cleaning*

CRI (Carpet and Rug Institute) approved, high filtration vacuums will be utilized to maximize particle containment.

Green Seal certified products, including Hillyard's Carpet PreSpray and the C3 Carpet PreSpray will be used for extraction.

### *Restroom Cleaning and Sanitizing*

Restrooms will be cleaned using a sanitizing agent, Hillyard's Green Select Bathroom Cleaner and a microfiber wipe. (A separate wipe will be used for the toilet and other surfaces. A bowl swab will be used for the toilet interior.)

Toilet bowls, toilet surfaces, conventional urinals, ceramic tile floors, sinks and other surfaces will be cleaned daily using the C3 provided along with the C3 Green Select Bathroom Cleaner.

Mirrors and glass will be cleaned using the Hillyard's Green Select Glass Cleaner.

A launderable microfiber mop will be used for wiping the ceramic tile floor.

Urinal deodorizing blocks will not be used.

Non-aerosol (gel-based) restroom deodorizing units will be utilized if needed.

### *Dispensing Systems*

All paper products being used are Green Seal Certified. Green Seal Standards GS-01, GS-09 exceed EPA guidelines. The paper toweling meets EPA guidelines and is 82% post-consumer waste and 100% recycled.

The tissue meets EPA guidelines and is a minimum of 20% post-consumer waste and 100% recycled material.

### *Plastic Bags*

Only plastic bags that are manufactured from 100% regrind Low Density Polyethylene (LDPE) and have at least 60% post-consumer recycled plastic will be used. Office trash collection procedures will include emptying the trash out of the liner into the collection container instead of throwing away liners each day. Only soiled liners will be removed from baskets to reduce waste.

### *Matting Systems*

High performance matting 12 to 20 feet (or more) will be installed at all entrances to maximize soil containment. Mats manufactured with recycled materials and high water absorption capabilities will be used whenever possible. Rubber backed is environmentally preferred over vinyl backed.

Interior cleaning will be completed with a microfiber high dusting tool as needed.

University of Minnesota, Morris will utilize Green Seal Certified or Green Seal Recommended cleaning chemicals or an approved substitute that is consistent with our Green Cleaning Program. We will utilize techniques, consumable supplies and machines that are consistent with

the proper use of these cleaning products and minimize the production of waste. Handling, storage and dilution control of cleaning products will be performed in accordance with the applicable environmental, health and safety requirements and manufacturer's recommendations. A list of all cleaning products used in the program, with associated Material Safety Data Sheets will be maintained on the site as required by OSHA regulations.