

Northwestern University

Green Cleaning Policy

April 2016

Policy Overview

This Green Cleaning Policy and High Performance Cleaning Program is intended to assist the management of Northwestern University, in pursuit of the goal to maintain a clean, healthy, and safe building environment while simultaneously minimizing the impacts of cleaning processes, procedures and products on the natural environment.

Scope

Management Scope

This policy is overseen by the Northwestern University Office of Facilities Management and shall not be revised, changed or updated without management consent.

Physical Scope

This Green Cleaning Policy applies to all buildings and areas within the Northwestern University campus, including functional spaces (offices, classrooms, etc.) as well as public restrooms, lounge and study rooms, public hallways and pathways, computer rooms, kitchenettes, stairwells, etc. This policy includes the grounds associated within Northwestern University, extending to the property line and including cleaning of hardscape and the building exterior.

Goals

Program Goals

The goal of the Green Cleaning Policy and High Performance Cleaning Program is to minimize exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants which may adversely impact air quality, health, building finishes and systems, and the environment, and to balance these needs with the cost and quality of the managed systems to provide a sustainable approach to cleaning and janitorial maintenance.

1. *Products*

Goal: Purchase cleaning, hard floor and carpet care products that meet program sustainability criteria.

2. *Operating Procedure*

Goal: Maintain appropriate standard operating procedures, strategies, and guidelines for critical tasks, adhering to LEED criteria where applicable.

3. *Staff Training*

Goal: Train all employees to be familiar with green cleaning practices and processes, including proper use of chemicals and equipment.

4. Program Feedback and Improvement

Goal: Work with the Office of Sustainability to ensure cleaning products and equipment meet expected sustainability criteria, and that staff are implementing green cleaning practices effectively. Provide opportunities for consistent feedback from building occupants.

5. Budgetary considerations

Goal: Enact green cleaning procedures and policy with as little expenditure as possible and meet budgetary considerations.

Responsible Parties

The Director of Operations and Maintenance, Director of Sustainability, and the Supervisor of Custodians, in partnership with Residential Services and our current service provider, are all responsible for the implementation of and continued compliance with this policy.

Primary Contact: Carl Spencer, Supervisor of Custodians, 847-815-4651

Time Period

As of April 1, 2016 this policy is applicable at all Northwestern University campus buildings at all times.

High Performance Cleaning Program

Products

Green Cleaning Product Use

Wherever feasible, cleaning products and materials, including hard floor and carpet care products, used inside and outside Northwestern University facilities shall meet the requirements of LEED® 2009 for Existing Buildings: Operations and Maintenance™ IEQ Credit 3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials as described below.

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.

Sustainability Criteria

- The 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 cleaners 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
- 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:
 - Green Seal GS-40, for industrial and institutional floor care products
 - Environmental Choice CCD-112, for digestion additives for cleaning and odor
- Control
 - Environmental Choice CCD-113, for drain or grease traps additives
 - Environmental Choice CCD-115, for odor control additives
 - Environmental Choice CCD-147, for hard floor care
 - California Code of Regulations maximum allowable VOC levels for the specific product category
- Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:
 - U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Can Liners
 - Green Seal GS-09, for paper towels and napkins
 - Green Seal GS-01, for tissue paper
 - Environmental Choice CCD-082, for toilet tissue
 - Environmental Choice CCD-086, for hand towels
 - Paper products derived from rapidly renewable resources or made from tree-free fibers

- Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:
 - U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic
- Trash Can Liners
 - Green Seal GS-09, for paper towels and napkins
 - 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
- 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

Approved Product List

The products listed in the tables below are approved for use. Products beyond those listed here must be submitted to the Custodial Manager and Sustainability Coordinator for approval before use.

1. General Cleaning

Manufacturer	Product	Certifications
Ecolab	All purpose cleaner 2	Green Seal; LEED EBOM
Ecolab	Bowl care concentrate	Green Seal; LEED EBOM
Ecolab	Electrically Activated Water (EAW) disinfectant	-
Ecolab	EAW all-purpose sanitizer and glass cleaner	-
Ecolab	EAW daily floor cleaner	-

2. Paper Products

Manufacturer	Product	Certification	Post-Consumer Content	Recycled Content
SCA Tissue	Tork Universal Non-Perforated Roll Towel, 7.875"x700', Natural	Green Seal; EcoLogo	40%	100%
SCA Tissue	Tork Advanced Non-Perforated Roll Towel, 8"x700', White	EcoLogo	40%	100%
SCA Tissue	Tork Universal C-Fold Towel, 12.75"x10.125", White	EcoLogo	40%	100%
SCA Tissue	Tork Advanced Bath Tissue, 2-Ply, 1000 Shts/RI, White	-	-	100%
SCA Tissue	Tork Advanced Bath Tissue Mini Jumbo 2-Ply	EcoLogo	-	100%

3. Floor Care

Manufacturer	Product	Certification
Ecolab	Revitalize carpet & upholstery extraction cleaner	Green Seal; LEED EBOM
Ecolab	FloorStar Light Duty Cleaner 4	Green Seal; LEED EBOM

5. Hand Soap

Manufacturer	Product	Certification
GoJo	Hand soap	Green Seal; EcoLogo

Performance Metric

The practices listed above shall be implemented to the extent practicable, with a target goal of 100 percent of the total annual purchases of these products (as measured by cost) complying with the appropriate sustainability criteria. The custodial services purchaser and/or custodial services vendor will track purchase rates on a monthly basis and report to the Custodial Manager quarterly

Equipment

Green Cleaning Equipment Use

All new equipment acquisitions for use on the Northwestern University Campus shall comply with the requirements of LEED® 2009 for Existing Buildings: Operations and Maintenance™ IEQ Credit 3.4: Green Cleaning, Sustainable Cleaning Equipment.

Sustainability Criteria

- All equipment
 - Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue
 - Equipment is designed with safeguards such as rollers and bumpers to reduce potential damage to building surfaces
 - Electric and battery-powered equipment operate at a sound level less than 70 dBA
 - If battery-powered, equipment should use environmentally preferable gel batteries
- Automated scrubbing machines
 - Equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids, or only uses tap water with no added cleaning products
 - Operate at a sound level less than 70 dBA
- Buffers and burnishers (electric/battery-powered floor maintenance equipment)
 - Equipped with vacuums, guards, and/or other devices for capturing fine particulates
 - Electric, low-speed
 - Operate at a sound level less than 70 dBA
- Vacuums
 - Certified by the CRI “Seal of Approval” Testing Program
 - Operate at a sound level less than 70 dBA
 - Capable of capturing 96% of particulates 0.3 microns in size
- Carpet extractors
 - Certified by the CRI “Seal of Approval” Testing Program for deep-cleaning extractors
 - Hot water extraction equipment for deep cleaning carpets capable of removing moisture such that the carpet may dry in less than 24 hours
- Propane-powered floor equipment
 - Meets California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for specific engine size
 - Equipped with high-efficiency, low-emission engines with catalytic converters and mufflers
 - Operates at a sound level than 90 dBA
- Re-usable/washable rags are to be utilized to clean surfaces throughout the building.
- Re-usable/washable carpet bonnets are to be utilized.
- Re-usable/washable dust and wet mops are to be utilized.
- As appropriate, all products are to be recycled appropriately.

Approved Product List

The equipment listed below is approved in the event of new equipment acquisition. Equipment beyond that listed here must be submitted for approval prior to acquisition.

1. Equipment for Staff Use

Equipment Type	Equipment Name	Certifications
Automatic scrubber	Tennant T3, T5 and T7 with ec-H2O (self-generating Electrically Activated Water technology)	National Floor Safety Institute (NSFI); LEED EBOM
Carpet extractor	Tennant 1610 Extractor with ReadySpace technology	-
Carpet extractor	EX-SPOT-2 mini spotter extractor	-
Vacuum cleaner	Tennant V-BP-6 backpack	CRI Seal of Approval. Green Label.
Vacuum cleaner	Nilfisk upright vacuum SM12B	CRI Seal of Approval and Green Label.
Vacuum cleaner	Spectrum upright vacuum	CRI Seal of Approval and Green Label.
Carpet sweeper	Tennant S8	CRI Green Label
Carpet sweeper	Tennant 6100 rider sweeper	CRI Green Label
Carpet sweeper	Tennant 3610 sweeper	-
Burnisher	Tennant BR-2000-DC dust control burnisher	LEED EBOM
Touchless restroom cleaning	Kaivac	NFSI; CRI Seal of Approval; LEED EBOM

Performance Metric

All newly acquired cleaning equipment shall comply with the sustainability criteria listed above. The custodial service provider shall track the percent of equipment utilized in the building that meets the criteria, based on cost or number of pieces of equipment, with a target of 100 percent of the existing equipment meeting at least one of the sustainability criteria, unless there is no other option available.

In addition, Custodial Services will maintain an inventory of all powered cleaning equipment, including purchase date and all repair and maintenance activities. Vendor cut sheets for all equipment used on site will be made available on demand. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with all appropriate sustainability specifications.

Cleaning Procedures

The procedures, strategies and metrics below have been adopted at Northwestern University to ensure the effective implementation of the Green Cleaning Policy.

General Strategies for Sustainable Cleaning

- Assess the areas to be maintained and the usage patterns.
- Determine how to meet the overall goals of the cleaning program.
- Develop a comprehensive approach to the maintenance of the building/property and determine the product specification to be used.
- Ensure that in-house maintenance staff are educated on the policies.
- Ensure that safety, health and environmental practices are compliant with applicable local regulatory requirements.
- Ensure with building management the proper disposal for all cleaning wastes.
- Development of cleaning strategies should focus on the following:
 - Efficient use of chemicals
 - Efficient use of supplies
 - Meet the hygiene and appearance goals of the building/property
 - Protect the building's occupants, systems and finishes from contaminants that adversely affect them
 - Address the frequency of cleaning in all areas (see specifications)

NOTE: The highest degree of reutilization and recycling must be applied and carried out by all contractors working within the property. Materials that continue to have a working life must be reutilized as possible. Ordering materials without additional packaging will minimize waste. All packaging must be recycled. To the extent possible, construction materials must be recyclable.

Cleaning Procedures for Specific Areas

Cleaning and safety guidelines for specific areas can be found in Appendix A. Specific area types addressed in the Appendix are:

- Carpet (cleaning and vacuuming)
- Custodial Maintenance Closet
- Elevator
- Entryway
- Hard Floor (cleaning, stripping, and refinishing)
- Kitchen
- Laundry
- Lounge
- Restroom (daily cleaning)
- Shower
- Stairwell

Entryways and Exterior Walkways

Indoor air quality and environmental impact start at the door. Appropriate matting, properly placed and maintained, will prevent indoor floor surfaces from wearing prematurely and decrease contaminants inside the building. All public points of entry into buildings at

Northwestern University are equipped with walk-off mats. All walk-off mats at all public building entries measure a combined minimum of 10 linear feet in the direction of ingress.

Chemical Safety Procedures

The following protocols have been established to mitigate spills, leaks and mismanagement. All practices below are communicated to custodians working on the property in a formal training setting on a biannual basis.

- a) Labels and Safety Data Sheets (SDS)
 - i. Follow all chemical labels and SDS warnings and use products only as directed.
 - ii. Employees should never use an unlabeled container or any chemical product if not certain what it is.
 - iii. Report all missing or unreadable labels to a manager

- b) Personal Protective Equipment (PPE) and Engineering Controls
 - i. Wear protective gloves and/or safety glasses as directed on the product label or SDS.
 - ii. Inform your Manager if PPE is needed.
 - iii. Always spray chemicals away from the body, especially eyes and mouth. Whenever possible, spray chemical into microfiber cloth.
 - iv. Do not eat or drink near any cleaning chemicals and always wash hands after using chemicals.
 - v. Never smell, inhale, or taste the contents of a chemical container to determine its contents.

- c) Cleaning with Chemicals
 - i. Use only products provided by Custodial Services.
 - ii. Employees should only use products they have been trained to use.
 - iii. Report all chemical spills to a manager immediately and refer to instructions on SDS for proper spill cleanup and disposal.
 - iv. Employees should inform a manager if unable to get something clean with the chemicals provided.
 - v. If product comes into contact with any body part, flush immediately with water. Remove any contaminated clothing. Follow first-aid instruction on the label or SDS.
 - vi. All chemical containers are to be securely covered and stored away from flames or intense heat.
 - vii. Properly remove all cleaning chemical residue so customers and tenants will not be overexposed to chemicals.
 - viii. Wash hands after using chemicals.
 - ix. Do not bring products from home.
 - x. Never puncture or collapse an aerosol can. Use only in accordance with label instructions.

- d) Mixing Chemicals
 - i. Never mix two different chemical products together. This may cause a dangerous and poisonous gas.
 - ii. Only fill each secondary container bottle with the exact same product each time you refill.

- iii. Dilute with water only where required.
 - iv. Make sure water is turned off and that no chemicals remain in mop buckets, unlocked dispensers, or machine tanks overnight.
 - v. Make sure all caps are secure when returning chemicals to rack or closet.
- e) Chemical Storage
- i. Do not store chemicals above eye level.
 - ii. Do not store food or drinks around chemicals. No food or water may be kept on a janitor cart.
 - iii. All chemicals must be stored in a manner that limits opportunities for accidental spills, leaks and other mishaps.
- f) Chemical Safety and Emergency Procedures
- i. Report all chemical product spills to a manager immediately and refer to instructions on the SDS for proper spill cleanup and disposal.
 - ii. If any product comes into contact with any body part, flush immediately with lots of water. Follow first-aid instruction on the label or SDS. Call 911 if needed. Employees are to report contact to manager.
 - iii. All chemical containers are to be securely covered and stored away from flames, heat and the sun.
 - iv. Properly remove all cleaning chemical residue so customers and tenants will not be unknowingly exposed to chemicals.
- g) Chemical Concentrates and Dilution Systems
- i. It is the intent of building management to have chemical concentrates used whenever possible in order to lower transportation costs between manufacturer and end-user, reduce use of packaging materials, reduce real chemical use to obtain same performance, and to lower exposure of maintenance personnel to hazardous chemicals.
 - ii. A portion-controlled, closed dilution system is to be utilized in order to further reduce environmental impacts.
 - iii. Pre-labeled containers are to be utilized.
 - iv. Dilution systems and chemical concentrates shall be wholly utilized in alignment with green cleaning policy procedures.
- h) Performance Metric
- i. Protocols governing safe handling and storage of cleaning chemicals shall be adopted. Quality control checks will be used to ensure adoption.

Cleaning Strategies for Vulnerable Building Occupants

The needs of vulnerable building occupants, such as occupants with asthma, other respiratory conditions, or sensitive or damaged skin, at Northwestern University will be addressed to ensure that adequate precautionary measures are taken in relation to the Green Cleaning Program. Product selection and use should vary on a case-by-case basis, as needed.

Hand Hygiene

All restroom facilities, including those in guest rooms, public areas, and back-of-house spaces shall include appropriate hand-push soap dispensers (see Approved Cleaning Products list). Staff will be educated on the importance of hand hygiene through informative seminars. Protocols promoting hand hygiene shall be adopted. Quality control checks will be used to ensure adoption. All staff will be required to clean their hands using this soap upon the completion of their workday to protect their health as well as others.

Staffing Planning

To ensure a clean environment that promotes the health and wellbeing of building occupants and users, Northwestern requires the following:

1. Custodians are provided with daily scope of work checklists to ensure all tasks are completed.
 - i. All custodians are given a procedure list to follow and complete.
2. Daily and weekly inspections are performed by the Custodial Supervisor to ensure expectations and requirements for cleanliness are being met on an ongoing basis.
3. Custodial staff meets daily with the Custodial Supervisor to discuss any issues. When the supervisor is away a communication log is available to help pass on important information to communicate to one another.

Staff Training

1. All custodians are properly trained in the use, maintenance and disposal of cleaning products, dispensing equipment and packaging. All custodians are trained on new equipment and chemicals prior to initial use. Custodians also receive training about prevention of repetitive motion/stress injuries and the proper way to move and lift objects.
2. All custodians receive annual chemical safety training.
3. All custodians are educated on the use of products upon their hire and once per year thereafter, as well as annual HAZCOM training.
4. Training records of all staff are to be maintained by the Custodial Manager and Safety Coordinator. Records can be made available to building management for review upon request.

Policy Review

Quality Control

Assessment of the ongoing performance of the Green Cleaning program at Northwestern University will be conducted by a three-part process:

1. On a daily basis, the Custodial Supervisor and management assess custodial performance in the buildings, discuss any issues or challenges, and address any new developments relating to custodial practices.
2. Custodial Services will report product purchases to the Office of Sustainability and Facilities Management Finance & Administration annually to ensure compliance with target purchasing goals.
3. Purchasing-related performance will be tracked to ensure compliance with LEED credit requirements as per individual product categories.

Occupant Feedback

Individual occupants may give feedback to Aramark and Facilities Management through the Facilities Management online support center. For more constant communication with customers, Facilities Management has established the Ally program, whereby FM employees are designated as “allies” to support individual departments across the university with their facilities concerns and reports. Feedback concerning entire departments or areas should go through the Ally program.

Annual Review

The Green Cleaning Policy & Program at Northwestern University shall continue indefinitely and be reviewed annually with approval from Residential Services, the Office of Sustainability, and Northwestern Athletics management.

Definitions & Resources

Green cleaning involves cleaning products and practices that have lower environmental impacts than conventional products and practices.

Indoor air quality (IAQ) is the nature of the air that affects the health and well-being of building occupants.

A sustainable purchasing policy gives preference to products that have little negative environmental and social impact through their life cycle, and also gives preference to companies whose products have little negative environmental and social impact.

Green Seal

<http://www.greenseal.org>

LEED 2009 for Existing Buildings Operations & Maintenance Rating System (PDF)

<http://www.usgbc.org/ShowFile.aspx?DocumentID=7245>

U.S. EPA Environmentally Preferable Purchasing (EPP)

<http://www.epa.gov/epp/>

Appendix A

These are recommended procedures and practices that custodial services can choose to follow for training custodial staff in the appropriate green cleaning practices. Record keeping of staff training may be in digital form kept at the time of training.

Carpet Cleaning

1. Before using the carpet machine make sure to check if it is ready to use.
2. When working on upper floors with no elevator available to use make sure to ask for help to carry the carpet machine to the work area.
3. Prepare floor area to be shampooed/extracted.
4. Move furniture as needed and other objects off the carpet.
5. Vacuum the floor area.
6. Remove the gum and pre spot any stains before operating the carpet machine.
7. Start cleaning from the wall outward in straight lines.
8. Overlap the carpet cleaning lines and repeat until finished with the cleaning.
9. If using the carpet extractor make sure to empty the recovery / solution tank when finished.
10. Before storing the carpet cleaning equipment you should inspect it and write a repair request if repairs are needed. You should also inform your supervisor.

Safety tips- After shampooing the carpet check to see if the carpet is damp. Make sure to put “wet floor” sign on the wet carpet at the room entrance. If the carpet has a transition to a hard surface floor area, please put the “wet floor” sign in the transition area on the hard floor.

Personal Protective Equipment

1. Gloves
2. Air mover fan

I _____ have been trained on the above information.
Print name

Date
Sign name

Maintenance of Custodial Supply Closet

1. Make sure all chemicals are stored at or below eye level.
2. Supplies stocked on shelves should be kept organized.
3. Heavy supplies should be placed on lower shelves at all times.
4. All equipment should be kept clean and in good working order.
5. Mop heads and sponges in custodial closet should be cleaned daily.
6. All spray bottles should be labeled and filled with the correct chemical.
7. Make sure to turn off the faucet after filling mop buckets. If the water is left on there may be a flood and the hot water supply for the building may be affected.

Personal Protective Equipment

1. Gloves
2. Eye Protection

I _____ have been trained on the above information.
Print name

_____ Date _____
Sign name

Elevator Cleaning Procedure

1. When possible, shut down elevator with key.
2. Sweep and pickup any debris on the floor of the elevator and in the elevator door tracks.
3. Clean walls and doors using Ecolab all-purpose cleaner.
4. Clean the stainless steel.
5. Mop floor.
6. Place "wet floor" sign on floor.
7. When floor is dry remove sign and return elevator to service.

Note: Report any damage or excessive mess.

Personal Protective Equipment

1. Gloves
2. Eye Protection

I _____ have been trained on the above information.

Print name

_____ **Date** _____

Sign name

Entryway Cleaning

1. Prepare for cleaning exterior entryway areas by collecting the equipment needed for this task.
1. Equipment needed includes broom, cobwebber pole, lobby pan, and wet/dry vacuum cleaner.
2. Check the walls and entryway for cob webs. Remove webs with cobwebber.
3. Sweep the hard surface areas with a broom. Pick up the debris with a lobby pan and dispose of debris into trash container.
4. If present remove entry mat and shake off excess dirt and debris. Vacuum top surface of mat.
5. Sweep up area underneath the floor mat and pick up and dispose of the debris.
6. Replace the entry mat in front of doorway.
7. Clean glass windows of door and entry area with Ecolab EAW glass cleaner and squeegee or paper towels.
8. Secure equipment and cleaning supplies in custodial closet.

Personal Protective Equipment

1. Gloves
2. Dust mask
3. Eye protection

I _____ have been trained on the above information.
Print name

Sign name **Date** _____

Hard Floor Cleaning

1. Prepare a solution of warm water and Ecolab EAW daily floor cleaner in a mop bucket.
2. Prepare floor for mopping.
3. Scrape any objects (such as gum) off the floor surface using a scraper or putty knife.
4. Sweep or dust mop the floor surface. Pick up the debris with a dust pan and dispose of it into a trash container.
5. Mop the hard surface floor using a microfiber mop and the cleaner solution from the mop bucket.
6. Mop the floor in a figure eight pattern.
7. Place "wet floor" sign on the wet floor surface.
8. When floor is dry remove the sign.

Note: Remember to employ proper body mechanics when mopping. Use caution when walking on wet floor surfaces to avoid slipping and falling.

Personal Protective Equipment

1. Gloves (if desired).

I _____ have been trained on the above information.

Print name

_____ **Date** _____

Sign name

Kitchen Cleaning

1. Check ceiling and walls for cob webs. Remove webs with cobwebber.
2. Clean kitchen cabinets using all-purpose cleaner and microfiber rag or scrub sponge.
3. Clean microwave inside and outside using all-purpose cleaner and microfiber rag or scrub sponge.
4. Clean the stovetop and outside surfaces of the stove using Ecolab all-purpose cleaner and microfiber rag or scrub sponge.
5. Clean inside the oven with oven cleaner using scrub sponge.
6. Clean the front surfaces and inside of the refrigerator using microfiber rag or scrub sponge and all-purpose cleaner.
7. Scrub the sink area using a scrub sponge and all-purpose cleaner. Wipe dry using paper towels or dry rag.
8. Sweep the kitchen floor and pick up debris. Put debris into trashcan.
9. Empty trashcan into trash barrel and replace trash can liner.
10. Mop the kitchen floor with a solution of EAW daily floor cleaner from mop bucket.
11. Place "wet floor" sign on wet floor area.
12. Remove "wet floor" sign when floor is dry.

Note: Oven should be cleaned on a quarterly basis. Refrigerator should be defrosted and cleaned on quarterly basis.

Safety Tips- When cleaning the oven with oven cleaner makes sure you have adequate ventilation and you must wear goggles, gloves, and mask if needed.

Personal Protective Equipment

1. Gloves
2. Goggles
3. Dust mask or respirator

I _____ have been trained on the above information.

Print name

_____ Date _____

Sign name

Lounge Cleaning

1. Check ceiling and walls for cob webs. Remove webs with cobwebber.
2. Clean vents with broom or brush. Wipe surface using Ecolab all-purpose cleaner and microfiber rag.
3. Wipe down all furniture, ledges, doors, and walls using all-purpose cleaner and microfiber rag. Apply furniture polish to wood surfaces.
4. Remove trash from under furniture cushions and vacuum the fabric.
5. Pick up off the floor trash or objects that will damage the vacuum.
6. Empty trashcan into trash barrel and replace trash can liner.
7. Vacuum the carpet and edge along the walls.

Personal Protective Equipment

1. Gloves

I _____ have been trained on the above information.
Print name

Sign name **Date** _____

Refinishing Floors Procedure

1. Before starting work make sure to put a “wet wax” sign at the entrance or by the door
2. Using a clean mop and a mixture of Ecolab EAW daily floor cleaner and warm water, mop the floor to ensure the floor is free of stripper and old wax before refinishing floor.
3. Using a rayon finish mop and mop bucket of floor finish start by mopping finish along the edge of the wall.
4. After edges are complete apply floor finish to floor and mop side to side overlapping the waxed edges.
5. Repeat the same procedure for entire floor area to be waxed.
6. Do not walk on waxed floor until completely dry. (40-60 minutes drying time depending on ventilation. If floor is tacky to the touch, then the wax is not dry.)

Safety Tip- Floor finish is very slippery so always remember to work ahead of the wax as you apply it to the floor and watch your step. Refinishing floors can be very tiring for your back so remember to stretch your back to avoid back strain if you do a large amount of waxing during your work day. Make sure you have good ventilation when performing this work.

Personal Protective Equipment

1. Safety shoes

I _____ have been trained on the above information.
Print name

_____ Date _____
Sign name

Shower Deep Cleaning Procedure

1. After cleaning the restroom and before mopping the floor, attach water hose to faucet connection.
2. Turn on water and spray down the shower walls (Note: Do not spray water into vents.)
3. After rinsing the showers down, remove hair and debris from drain covers. Check the condition of drain traps and clean as needed.
4. Apply mixed solution of Ecolab cleaner to shower walls, floors, and ADA shower seating. Let stand for 3 to 5 minutes.
5. Agitate any heavily soiled areas with a scrub brush, pad, or doodlebug.
6. Spray the shower walls down using hose.
7. Scrub shower fixtures, partitions, and shower curtains with doodle bug or scrub pad.
8. Rinse down all scrubbed areas with water. Continue until all showers have been cleaned.
9. Spray all clean shower surfaces with Ecolab EAW disinfectant and let air dry.

Note: These tasks to be done on a weekly basis.

Safety Tips- Always remember to wear shoes or boots that will not slip in a wet floor environment. Always practice back safety and alternate hands when scrubbing so as not to overuse shoulders, arms, and hands.

Personal Protective Equipment

1. Gloves
2. Eye protection
3. Non-slip footwear

I _____ have been trained on the above information.
Print name

Sign name Date _____

Stairwell Cleaning

1. Inspect stairwell for any unsafe conditions before cleaning.
2. Brush dust off light covers and remove cob webs with a cobwebber pole.
3. Spot clean walls using Ecolab all-purpose cleaner and scrub sponge.
4. Start at the top of the stairwell and sweep stair steps down to landings. Sweep up debris and dispose of trash.
5. Wipe down hand railing using Ecolab all-purpose cleaner and microfiber rag.
6. Wet mop stairs and landings from top to bottom using Ecolab EAW daily floor cleaner and microfiber mop.
7. Place "wet floor" signs on landings and verbally caution residents using the stairs that the floor is wet.
8. When steps are dry remove signs.

Note: These tasks should be done 3 times in a 7-day work week. The stairwells should be walked and kept clear of all debris daily.

I _____ have been trained on the above information.

Print name

_____ Date _____

Sign name

Stripping Floors

1. Prepare floor area to be stripped.
2. Move furniture and other objects off the floor surface.
3. Remove gum or any other objects stuck to floor with a scraper.
4. With a dust mop sweep the floor and pick up dirt.
5. Make a stripper solution with hot water and floor stripper in a mop bucket.
6. Using a wet mop start by mopping around wall edges and let solution stand for 5 to 10 minutes.
7. Using scrub pad with doodle bug agitate solution along edge to break up old wax.
8. Pick up solution and emulsified wax with wet/dry vacuum.
9. Using a clean mop and warm water mop the stripped floor. Repeat until floor is cleaned.
10. Mop stripper solution on small open area and wait 5 to 10 minutes to let solution soften the old wax.
11. Using a low speed floor buffer with a black or brown stripping pad scrub only the areas that are covered with stripping solution.
12. Pick up solution and emulsified wax with wet/dry vacuum.
13. Using a clean mop and warm water mop the stripped floor. Repeat until floor is cleaned.
14. Continue this procedure until all desired floor area has been stripped.
15. Using a clean mop and a mixture of Ecolab EAW daily floor cleaner and warm water, mop the floor to ensure the floor is free of stripper and old wax before refinishing floor.

Safety Tips- The floor will be very slippery when the stripper solution has emulsified the old wax. Make sure you are wearing the proper non-slip footwear. Make sure the floor buffer machine is in good working condition before using it on wet floors.

Personal Protective Equipment

1. Gloves
2. Non-slip footwear

I _____ have been trained on the above information.

Print name

_____ Date _____

Sign name

Vacuumping Carpets

1. Check vacuum cleaner for damage.
2. Check vacuum bag. If full, replace the vacuum bag with a new one. Check all filters and replace as needed.
3. Inspect vacuum cleaner's brush to ensure there is no hair or other material wrapped around it.
 1. Use box cutter to cut and remove any entwined material on the brush.
4. Inspect carpet and remove any objects that can cause damage to the vacuum cleaner.
5. Plug electrical plug into wall outlet and turn on switch.
6. Vacuum the carpet by moving forward and backward in a straight line with the vacuum until all dirty carpet surfaces have been covered.
7. When vacuuming is completed turn off vacuum cleaner and walk to the outlet to unplug the cord.
8. Wrap cord into cord holder on vacuum. Do not wrap the cord too tight or in the opposite direction.
9. Wipe down exterior of vacuum with wet microfiber rag.
10. Store vacuum cleaner in custodial closet and secure the closet door.
11. If the vacuum is broken or needs maintenance fill out the repair request and stick it on the vacuum cleaner. Make sure the vacuum cleaner is cleaned up and take it to custodial office or maintenance shop for repairs.

Note: These tasks to be done every time you use a vacuum. Do not run vacuum cleaner over cord or objects that will damage vacuum.

Safety Tips- Always unplug vacuum before cleaning or doing any maintenance.

Personal Protective Equipment

1. Gloves

I _____ have been trained on the above information.

Print name

Date _____

Sign name