

SUNY Oneonta Green Cleaning Policy

I. Intent

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants which adversely affect air quality, human health, building finishes, building systems and the environment.

II. Statement of Commitment

Sustainability is one of the six pillars of the Strategic Plan. SUNY Oneonta defines sustainability as meeting the economic, environmental and social needs of present and future generations. Ensuring that the campus is maintained using the safest, greenest and most environmental methods is a campus priority through the utilization of Green Seal Certified cleaning products.

III. Scope

The Green Cleaning Policy shall be utilized in all SUNY Oneonta buildings. This policy does not apply to privately maintained residential units, dormitories or other spaces which SUNY Oneonta is not directly responsible for maintaining.

IV. Performance Goals

The green cleaning goals for the college include minimizing the environmental impact of the building and to encourage environmentally preferable cleaning practices in the building including:

- Educating, training and motivating custodial staff to clean in an environmentally responsible manner.
- Purchasing green cleaning supplies and equipment for the building.
- Conserving natural resources.
- Complying with NYS executive orders to support green purchasing.
- Training custodial staff specific to hazards, use and disposal of cleaning chemicals.

V. Enforcement Policies

SUNY Oneonta follows the rules and regulations included in New York State [Executive Order 4](#), State Green Procurement and Agency Sustainability Program. This directs state agencies, public authorities and public benefit corporations to green their procurement and to implement sustainability initiatives. The NYS Procurement Subcommittee had identified EO4 compliant contracts, approved specifications and environmentally preferable contracts. SUNY Oneonta utilizes the environmentally preferable contracts and specs for green cleaning supplies and equipment (see Appendix A and B).

VI. Requirements and Recommendations ¹

All cleaning products must comply with the following requirements and will be used in at least 90% of the building:

- Undiluted products must not be corrosive to the skin or eyes
- Products must not be combustible
- Undiluted products must not contain ingredients that are toxic to humans, meeting the exposure limits set by NIOSH or OSHA
- Undiluted products must not contain any of the following carcinogens, mutagens or reproductive toxins:
 - Alkylphenol ethoxylates
 - Benzene
 - Phthalates and dibutyl phthalate

SUNY Oneonta will give preference to cleaning products that are free of the following hazardous chemicals:

- 2-butoxyethanol
- Ammonia and quaternary ammonium compounds
- Chloramine
- Chlorhexidine
- Chlorine and chlorinated compounds, including bleach
- Monoethanolamine
- Optical brighteners
- Ozone-depleting compounds (ODCs)
- Phosphates
- Zinc and zinc compounds

¹ LEED Existing Buildings, Operations and Maintenance 2009

- Other heavy metals, including arsenic, lead, cadmium, cobalt, chromium and mercury

SUNY Oneonta will give preference (30% by cost) to cleaning products that are recognized by one of the following third party certifiers:

- Green Seal Certified
- U.S. EPA Design for the Environment Program
- Environmental Choice Program's EcoLogo for Cleaning and Janitorial Products
- Greenguard Environmental Institute standards for Greenguard Indoor Air Quality Certified Products

SUNY Oneonta will give preference (30% by cost) to cleaning equipment that reduces building contaminants and minimizes environmental impact which meet the following criteria:

- Vacuum cleaners are certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- Battery-powered equipment is equipped with environmentally preferable gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

VII. Procedures and Strategies ²

Standard Operating Procedures (SOPs): SUNY Oneonta has excelled in maintaining a clean and safe environment for the faculty, staff and students. The campus utilizes green cleaning products and cleaning equipment to protect the health of the community without degrading the surrounding

² LEED Existing Buildings, Operations and Maintenance 2009

environment. The use of green cleaning products also increases the longevity of the surfaces, carpets and other material within the building. SUNY Oneonta focuses on:

- Minimizing the use of potentially harmful and irritating chemicals.
- Removing or eliminating dirt, dust, and other contaminants.
- Protecting and preserving surfaces during cleaning.
- Reducing contaminant infiltration at the source.
- Identifying and protecting vulnerable building occupants who are sensitive to the impacts of cleaning products and practices.

SUNY Oneonta follows the Association of Physical Plant Administrators (APPA) custodial operation standards. See Appendix C to review the custodial department checklist.

Effective Cleaning and Maintenance Protocols for Hard Floors and Carpets

Floor Care

- Floor care in a green maintenance program addresses the selection of environmentally preferable products and equipment, along with some minor modifications of the procedures themselves.
 - Select appropriate metal-free floor finishes that are extremely durable to minimize the need for stripping and recoating.
 - Develop a system to maintain floors on a daily basis, using walk-off mats, dust mopping or vacuuming.
 - Develop an interim restoration program to maintain adequate levels of floor finish and appearances.
- In a green maintenance program the primary effort should be a pollution prevention strategy, or one that minimizes the need to strip and recoat a floor, or extract a carpet. Specific focus should be on preventative measures, such as:
 - Keep outside entryways clean to prevent soils from being tracked into the facility.
 - Use entry mats to capture soils and moisture from shoes.
 - Frequent vacuuming of entryway mats and grating systems.
 - Frequent dust mopping of resilient tile floors, especially close to entryways and other sources of particulates
 - Periodically clean under floor mats to reduce the potential for moisture to lead to bacterial and fungal growth.
- In general, focus on the entryways to capture soils at the entries rather than to remove it after it has spread throughout the facility.
- When floors and carpets need to be spray buffed or spot cleaned, solutions should be applied from a sprayer in a stream, as compared to a fine mist. This will minimize the amount of material that is atomized and potentially inhaled, as well as minimize over-spray.

Carpet Care - General Maintenance

- Carpet care in a green maintenance program addresses the selection of the appropriate products and equipment along with some minor modifications of the procedures themselves.
 - Ensure that vacuums are in good working order using appropriate bags and/or filters.
 - Vacuum bags should be emptied or replaced when half full. Dispose properly.
 - Clean up spills while they are still fresh.
 - Minimize the amount of moisture used during cleaning.
 - Keep outside/outdoors entryways clean to prevent soils from being tracked into the facility.
 - Use entry mats to capture soils and moisture from shoes.
 - Vacuum entryway mats and grating systems frequently.
 - Dust mop resilient tile floors frequently, especially close to entryways and other sources of particulates to reduce soiling on surrounding carpeted areas.
 - Establish a specific daily routine for cleaning carpets.
 - Establish an interim cleaning process to address the needs of high traffic areas.
 - Minimize the need for large scale extraction cleaning.
- When carpets need to be spot cleaned, solutions should be applied from a sprayer in a stream or coarse spray rather than a fine mist. This will minimize the amount of material that is atomized and potentially inhaled as well as minimize over-spray.

Hand Hygiene

- Green Seal hand soaps will be utilized.
- Signage will be provided in restrooms to educate building users on the importance of hand hygiene and effective hand washing technique.
- No antimicrobial agents will be used other than where required by health codes and other regulations.
- Only alcohol-based waterless hand sanitizers will be made available for use in all computer labs and in restrooms as needed.

Handling and Storage of Cleaning Chemicals

- SUNY Oneonta utilizes dilution control in all buildings. All products must be clearly labeled and prominently state dilution recommendations.
- Containers will be securely closed when not in use.
- Storage areas that contain cleaning products will be fully ventilated.
- Custodial closets and storage areas will be kept clean and free of standing water.
- Where dispensing equipment is used, ensure that worker exposure is minimized.

- Chemical spills should be reported to the Director of Environmental Health and Safety.

Staffing and Training

- Every year, staff is required to participate in the Environmental Health and Safety Training seminar which is coordinated by the campus Environmental Health and Safety Officer. This training addresses the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging and cleaning schedules (See Appendix C, D, E, F and G).
- All cleaning staff will be trained to be mindful of the methods and products described within the policy.
- Training will include:
 - Review of this policy, including intent, procedures, and products; incorporate into semi-annual staff training.
 - General cleaning practices and techniques
 - Use and care of housekeeping equipment and supplies
 - Housekeeping chemicals
 - Review of Safety Manual and where it is located for reference
 - Review of universal warning symbols pertaining to hazardous substances and waste
 - Instruction on how to read a material safety data sheet (MSDS)
 - Green cleaning procurement guidelines for those who make procurement decisions

Assessing Occupant Feedback: Procedures and Processes

- **Survey:** SUNY Oneonta's Sustainability Coordinator will administer an occupant survey every semester and will collect feedback to identify ways to improve the Green Cleaning Policy through new procedures or processes.
- **Vulnerable Populations:** The survey will work towards identifying building occupants who may have special cleaning needs. Once identified, the building occupant will meet with the building coordinator and/or custodial staff to customize cleaning practices to meet the individuals need.
- **Continuous Improvement and Research:** The Chief Janitor continuously researches new cleaning technologies, processes and procedures and integrates these into the campus green cleaning procedures. The Chief Janitor continuously receives updates from the vendor who supplies the janitorial supplies to campus on the most innovative green cleaning practices. If the Chief Janitor should find a new technology or product, the President's Advisory Council on Sustainability and the Vice President of Facilities will review the recommendations to move the procurement decision forward to the Business Services Office.

VIII. Performance Criteria

A maintenance log will be developed and updated to confirm the college is hitting the green cleaning product and equipment targets.

IX. Responsible Parties

The Chief Janitor and the Sustainability Coordinator will be responsible for purchasing green cleaning products and equipment, administering feedback surveys and maintaining a log to track cleaning and equipment purchases.