



750.03.00 Green Cleaning Policy and Procedures

GREEN CLEANING POLICY STATEMENT:

In support of Seattle University's strategic direction to envision the university as a leader in environmental sustainability, we are committed sustainable cleaning practices to save on material use, reduce waste and minimize pollution, reduce greenhouse gas emissions, conserve natural resources, ensure compliance, and encourage sustainable behaviors within our work groups. The policy is intended to assist the University custodial departments, contracted vendors, and suppliers in accounting for the environmental impact associated with use of cleaning supplies in relation to its production, transportation, use and disposal. Specifically, it addresses purchasing sustainable cleaning chemicals, hard-floor and carpet products and sustainable cleaning equipment; development and implementation of standard operating procedures for effective cleaning; to promote and improve hand hygiene; to develop guidelines for handling cleaning chemicals; to develop employee training requirements; to collect and address occupant feedback.

To whom the policy applies:

All staff of Seattle University and contracted vendors, engaged in maintenance and cleaning.

To what areas the policy applies:

All building and grounds areas within the Seattle University Campus.

Purpose, goals and intended outcomes:

The policy is intended to assist all employees of SU, contracted vendors, and suppliers in accounting for the environmental impact associated with the use of cleaning supplies, equipment, and procedures to help minimize environmental effects related to the production, transportation, use and the disposal of cleaning materials on Seattle University's campus.

Definitions / Certification Information –

Green Cleaning: Green cleaning means the use of those products and services that have a lesser or reduced impact on human health and the environment when compared with competing products or services that serve the same purpose.

Indoor Air Quality (IAQ): The quality of air in an enclosed space, which affects the health and well-being of building occupants.

Volatile Organic Compounds (VOC): Organic chemical compounds that are often found in cleaning supplies) whose composition makes it possible for them to evaporate under normal indoor atmospheric conditions of temperature and pressure. VOCs include a variety of chemicals, some of which may have short and long-term adverse health effects.



750.03.00 Green Cleaning Policy and Procedures

Green Seal: Green Seal is a non-profit standard-setting organization certifying a range of products. Green Seal conducts scientific testing and on-site audits to verify that products meet recognized standards. Green Seal cleaning products are widely available and commonly specified by jurisdictions throughout the United States. Certified products can be found at Greenseal.org.

Eco Logo: Eco Logo certifications are managed by Underwriters Laboratories, a global safety science company. Like Green Seal, Eco Logo certifies cleaning and other types of products based on scientific testing and third-party audits. Compliant products are listed in UL's Sustainable Product Guide. Eco Logo cleaning products are widely available and are specified by several jurisdictions throughout the country.

GREEN CLEANING PRODUCT USE:

Wherever feasible, cleaning products and materials, including hard floor and carpet care products, used at Seattle University shall meet the requirements of Leadership in Energy and Environmental Design (LEED) for Existing Buildings: Operations and Maintenance (EBOM) - Indoor Environmental Quality Credit 3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials as required below.

Seattle University will practice sustainable purchasing for cleaning materials and products, disposable janitorial paper products and trash bags. Cleaning product and material purchases includes items used by in-house custodial and outsourced custodial providers. One point is awarded if 30% of the total annual purchases of these products (by cost) meet at least one of the following 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 used 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 the above standards shall meet one or more 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.



750.03.00 Green Cleaning Policy and Procedures

Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:

- Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (or local equivalent for projects outside of the U.S.) 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 (e.g., 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 PRODUCTS:

Description	Manufacturer	Meets sustainable criteria	Certification information
Alpha HP Peroxide Multi-Purpose Cleaner	Diversity	Yes	Green Seal GS-37
Glance NA Glass Clean	Diversity	Yes	Green Seal GS-37
Crew Bathroom Cleaner	Diversity	Yes	Green Seal GS-37
Prominence Floor Cleaner	Diversity	Yes	Green Seal GS-37
Aquaria Floor Finish	Diversity	Yes	Green Seal GS-37
Pro Strip SC High Efficiency Stripper	Diversity	Yes	Green Seal GS-37
Per Diem Peroxide Carpet Spotter	Diversity	Yes	ECO LOGO
Pur-Eco Floor Cleaner	Diversity	Yes	ECO LOGO
Pur-Eco Glass Cleaner	Diversity	Yes	ECO LOGO
Pur-Eco Bowl & Bathroom Cleaner	Diversity	Yes	ECO LOGO
Pur-Eco General-Purpose Cleaner	Diversity	Yes	ECO LOGO
Pur-Eco Restroom Floor & Surface Cleaner	Diversity	Yes	ECO LOGO
KC07223 Scott JRT Jr jumbo bath tissue	KC/Scott	Yes	ECO LOGO
02000 Scott hard WHT Roll Towel 8"x950'	KC/Scott	Yes	ECO LOGO
91565 Kleenex Foam Soap Green Seal	KC/Scott	Yes	ECO LOGO

750.03.00 Green Cleaning Policy and Procedures

GREEN CLEANING EQUIPMENT:

All new equipment acquisitions for use on the Seattle University Campus shall meet the requirements of Leadership in Energy and Environmental Design for Existing Buildings: Operations and Maintenance - Indoor Environmental Quality Credit 3.4: Green Cleaning, Sustainable Cleaning Equipment. To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants that adversely affect air quality, human health, building finishes, building systems and the environment, from powered cleaning equipment. Documentation of equipment purchases, and maintenance will be maintained.

The cleaning equipment program must require the following:

- 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.
- Cleaning equipment is maintained by on-staff custodial and maintenance departments by regularly replacing components such as filters and brushes, physical inspections to evaluate wear and tear and replacement of equipment that can no longer operate in an efficient manner.

Equipment “in use” examples:

Tennant ec-H2O Hard Floor Scrubber: Ec-H2O uses Orbio technology for detergent-free cleaning. These floor scrubbers use 70% less water and reduces wastewater. Ec-H2O is an NFSI certified product; this certification recognizes products that can reduce the risk of slip-and-fall accidents. Ec-H2O saves money by reducing training, purchasing, storing, and handling of general-purpose floor cleaning chemicals.

Noble Explorer ec-H2O heated canister carpet extractors: Ec-H2O uses Orbio technology for detergent-free cleaning. Ec-H2O saves money by reducing training, purchasing, storing, and handling of general-purpose floor cleaning chemicals. Innovative Exodus wand design maximizes air flow at the ends of the wand allowing for maximum water recovery uniformly across the width of the cleaning wand.

750.03.00 Green Cleaning Policy and Procedures

Unger ergonomic restroom cleaning systems: The cleaning system is comprised of three parts: an innovative restroom cart, advanced floor care tools and best in class cleaning accessories. The result is a system that delivers up to 75% savings on chemical and water usage, reduction in time to complete the cleaning tasks and dramatically improved employee safety.

Windsor vacuums: Ultra-light handle weight allows for strain-free operation. Standard with a high-efficiency filter that traps up 99.6% of particles at 0.3 microns which meets CRI standards for indoor air quality.

Microfiber floor pads, mops, and cloths:

Microfiber cleans more effectively, reaching into surface pores and crevices removing 99.8 percent of bacteria when used properly. Contributes to reducing water and chemical usage – microfiber mops use about 10-20 times less liquid than standard cotton mops, helping reduce procurement costs. Helps reduce the risk of worker injury – microfiber mops weigh significantly less than conventional wet cotton loop mops, making them more ergonomic and easier to use.

STANDARD OPERATIONS PROCEDURES:

Effective General Cleaning:

- Ensure that chemicals have a proper dwell time so that soil is thoroughly removed using the least amount of product.
- All areas of the building are to be cleaned on a regular basis.
- Use Green Seal Certified or low VOC chemicals and tools that capture dust particles and contain them. Disinfectants will only be used in required areas or on touch points to reduce the use.
- Send out notifications when project work such as floor care or carpet care will be conducted.
- Capture dust, dirt, and other contaminants, rather than moving it around with use of the proper
- Use microfiber cloths and flat mops to reduce or eliminate the need for chemicals.
- Promote safety and prevent cross-contamination by using color-coded tools to ensure that pollutants are not carried from one area (such as a restroom) to another.
- All equipment to meet *LEED for Existing Building Operations and Maintenance 2009, IEQ Credit 3.4: Green Cleaning – Sustainable Cleaning Equipment.*

Personal Protective Equipment (PPE)

- Wear protective gloves and/or safety glasses as directed on the product label or SDS.
- Inform your manager if PPE is needed.
- Always spray chemicals away from the body, especially eyes and mouth.
- Whenever possible, spray chemical into microfiber cloth.
- Do not eat or drink near any cleaning chemicals and always wash your hands after using chemicals.

Labels and Safety Data Sheets (SDS)

- Follow all chemical labels and SDS warnings and use products only as directed.
- Employees should never use an unlabeled container or any chemical product if not certain what it is.
- Report all missing or unreadable labels to a manager.

750.03.00 Green Cleaning Policy and Procedures

Hard Floor Care:

- Hard floor types include wood floor, LVT, ceramic tile and polished concrete.
- All areas are cleaned weekly with either an automatic scrubber or microfiber mop and bucket with a peroxide-based neutral cleaner or clean water.

Carpet Care:

- Ensure proper vacuuming, extraction, rinsing and drying. Carpets can be host for moisture problems and mold growth. Use Carpet & Rug Institute's Green Label approved vacuums with sound level less than 70dBA.
- Vacuuming of carpeted areas will be done daily.
- Carpets are to be scrubbed and extracted on an as needed basis using equipment certified by the *Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors*. Notification of this activity to be sent to all occupants prior to the work being done. Work to be done during off hours and semester breaks. This ensures that occupants with vulnerabilities are more protected.

Entryways: Reducing particulate infiltration protects floor products, mechanical equipment, and reduces respiratory problems. Focus cleaning efforts at entrances to intercept particulates at the door. Most pollutants enter the building on people's feet, so it is important to trap and remove dirt before it enters the building and to clean frequently the entrances and entry mats.

- Entryway systems are to be vacuumed daily using a vacuum approved by the *Carpet and Rug Institute's Green Label with sound level less than 70dBA*.
- Entryway systems are cleaned and extracted as needed
- Inspection of the entryway systems occurs during our semi-annual cleaning audits.
- Auditing of the appearance and cleanliness of the entryways are conducted on a semi-annual basis using the APPA Standards.

STORAGE AND HANDLING OF CLEANING CHEMICALS:

Storage of Cleaning Products:

- All cleaning products will be stored in the designated janitor closet and storage areas. Every product is labeled with the product number. If cleaning products are found to be stored elsewhere, they will be moved to the correct storage area immediately.
- Report all chemical spills to a manager immediately and refer to instructions on SDS for proper spill cleanup and disposal.
- All chemical containers are to be securely covered and stored away from flames or intense heat.
- If cleaning products are not listed Green Seal GS-37, the product must meet the California code of regulations for low-VOC cleaning products [CA Consumer Product Regulations](#)
- Non-compliant chemical products that have no reference standard may be used if approved for use by SU management.
- All Seattle University employees and vendors are required to follow these guidelines.

750.03.00 Green Cleaning Policy and Procedures

Handling of Cleaning Products:

- Use environmentally preferable cleaning chemicals along with chemical management systems for accurate product dilution.
- Never mix two different chemical products together. This may cause a dangerous and poisonous gas.
- Make sure water is turned off and that no chemicals remain in mop buckets or equipment overnight.
- All chemicals must be stored in a manner that limits opportunities for accidental spills, leaks and other mishaps.
- Minimize particles and chemicals in the air by capturing dust and dirt and applying the cleaner to the cloth rather than spraying the surface to be cleaned, are all important aspects of this indoor air quality program.
- Protocols governing safe handling and storage of cleaning chemicals shall be adopted. Quality control checks will be used to ensure adoption.
- Maintain SDS Sheets of all cleaning chemicals, and store in an accessible location. Seattle University also uses an online informational website for Safety Data Sheets from manufactures and suppliers <https://www.ccohs.ca/>.

Staff Training:

- 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.
- All custodians receive annual chemical safety training.
- All custodians are educated on the use of products upon their hire and once per year thereafter, as well as annual HAZCOM training.
- Training records of all staff are to be maintained by the Custodial Director/Manager and Safety Coordinator. Records can be made available to building management for review upon request.

HAND HYGIENE:

- Cleaning processes will focus on touch points like door handles and other objects or fixtures within the facility.
- Communication will be done with employees on the importance of good hand hygiene via safety meetings and email communications.
- Protective apparel is available for employees.



750.03.00 Green Cleaning Policy and Procedures

ASSESSMENT:

The building will be audited on a semi-annual basis in accordance with APPA Leadership in Educational Facilities “Custodial Staffing Guidelines” to evaluate the appearance level of the facility. Evaluations will be done by members of the campus custodial team and Seattle University management. The building must score at an APPA level 1 or 2. Buildings scoring lower will be evaluated by management to determine further action.

Occupant feedback is accepted through our Megamation CMMS work-order system. Complaints on cleaning quality are submitted in through the Work Order System and reviewed by the Housing Custodial Manager, Director of Custodial (vendor) and the Director of Building Services. Individuals with specific complaints are responded to within 48 hours. All complaints will be kept on file and reviewed the management team to detect any patterns. The needs of vulnerable building occupants, such as occupants with asthma, other respiratory conditions, or sensitive skin 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.

Our custodial teams are always learning of new products, procedures, by being active members of associations, participate in webinars/training opportunities and are CIMS-EB certified.

Policy administrated by:

(Primary) Director, Building & Grounds Services (206)296-5627

Director, HES Custodial Services (206) 296-6454

Manager, Residence Hall Facilities Services (206) 296-5624

References:

Green Cleaning – sustainable cleaning equipment

<https://www.usgbc.org/credits/existing-buildings/v2009/eqc34>

Green Cleaning- purchase of sustainable cleaning products and materials

<https://www.usgbc.org/credits/existing-buildings/v2009/eqc33>