

## GREEN CLEANING POLICY

### 1. PURPOSE

- 1.1. This Green Cleaning Policy (GCP) is drafted in accordance with LEED v.4 standards with the intent of promoting better indoor environmental quality and fostering a healthier, cleaner, and more sustainable work environment at the buildings located in University California, San Diego Main Campus.

### 2. SCOPE

- 2.1. This policy applies to all cleaning procedures, materials and services at University of California, San Diego Main Campus

### 3. DEFINITION

- 3.1. LEED - LEED that stands for Leadership in Energy and Environmental Design is a set of rating systems for the design, construction, operation, and maintenance of green buildings, homes, and neighborhoods.
- 3.2. Cleaning procedures, materials and services - Operations and maintenance activities including but not limited to:
  - Hard floor/carpet cleaning maintenance
  - Protection of occupants during cleaning
  - Selection and use of disinfectant and sanitizer
  - Spill management and safe storage/handling of cleaning chemicals
  - Reducing chemical toxicity for laundry, ware washing & other cleaning activities
  - Conserving energy, water & chemicals during cleaning
  - Promoting hand hygiene
  - Tracking staffing and overall performance
  - Tracking usage of water, energy, and toxic chemicals
  - Tracking purchases of cleaning products and equipment
  - Staff training and responsibilities

3.3 Green Cleaning - Cleaning practices and purchases done with the intent of reducing chemical, biological, and particulate contaminants that can compromise air quality, human health, building finishes, building systems and the environment.

### 4. POLICY GOALS

The intent of this policy is to enable staff and occupants to work towards the achievement of the following goals for a successful green cleaning program:

- 4.1. Ensure that 80% of all cleaning products, by cost, meet LEED sustainably criteria, and maintain an 80% or greater threshold when purchasing cleaning products for in the future. Reduce the exposure of building staff and occupants to potentially hazardous chemical, biological, and particle contamination
- 4.2. Ensure that 40% (or greater) of all cleaning equipment, by number of units, meet LEED criterion for green cleaning equipment. For existing equipment that does not meet the criteria, develop a phase-out plan for its replacement with environmentally preferable products at the end of its useful life.
- 4.3. Strive to follow the operating procedures that have been established for hard floor and carpet maintenance while being aware of the varying health related sensitivities of all employees.
- 4.4. Select strategies to promote and improve hand hygiene.
- 4.5. Administer annual staff training workshops for the proper storage, handling and use of cleaning products and equipment. Furthermore, all new employees handling cleaning products and equipment must be provided training before performing duties.
- 4.6. Put in place a method for occupants to express their opinions on the effectiveness of janitorial duties. Changes should be made as necessary to maintain a level of comfort for all occupants.
- 4.7. Select strategies to reduce the effects that cleaning has on energy and water usage and the introduction of toxic chemicals in to the building.
- 4.8. Select and appropriately use disinfectants and sanitizers to reduce levels of chemical, biological, and particulate contamination in the building.
- 4.9. Develop and implement a contingency plan to manage staffing shortages under a variety of conditions to ensure that basic cleaning services are met and critical cleaning needs are addressed. Include a process to obtain occupant and custodial staff input and feedback after contingency plans are implemented.

## 5. RESPONSIBLE PARTIES

Responsibility for the overall implementation, quality control, and evaluation of the Green Cleaning Policy rests with:

- 5.1. Facilities Management Primary Contact:

Title:

Housing, Dining, and Hospitality Primary Contact:

Title:

University Centers Primary Contact:

Title:

Sports Facilities Primary Contact:

Title:

## 6. TIME PERIOD

This Green Cleaning Policy is effective as of xxxx, 2017 and will be considered effective until it is supplemented or revised by an alternative policy.

## 7. SUSTAINABILITY CRITERIA

### 7.1 Cleaning Supplies

Table 1

PRODUCT TYPE	ENVIRONMENTAL STANDARD
General purpose cleaners Bathroom cleaners Glass cleaners and Carpet cleaners used for industrial and institutional purposes	Green Seal GS - 37
Cleaning and degreasing compounds	UL 2792 (Formerly Environmental Choice- EcoLogo CCD 110)
Hard surface cleaners	UL 2759 (Formerly Environmental Choice- EcoLogo CCD 146)
Carpet and upholstery cleaners	UL 2795 (Formerly Environmental Choice- EcoLogo CCD 148)
Cleaning products	EPA Design for the Environment Program's Safer Choice
Cleaning devices	Use third party verified performance data equivalent to the other standards mentioned in this column.

Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards can meet one of the following standards, based on the appropriate category in order to achieve the percentage goal for cleaning products:

Table 2

PRODUCT TYPE	ENVIRONMENTAL STANDARD
Digestion additives for cleaning and odor control	UL 2798 (formerly Environmental Choice CCD - 112)

Additives for drain or grade traps	UL 2791 (formerly Environmental Choice CCD - 113)
Odor control additives	UL 2796 (formerly Environmental Choice CCD - 115)
Products containing volatile organic compounds (VOC)	California Code of Regulations maximum allowable VOC levels for specific product category
Disinfectants Polishes Finishes Strippers	EPA Design for the Environment Program's Safer Choice
Cleaning devices	Have third party verified performance data equivalent to the other standards mentioned in this column.

Janitorial paper products and trash bags can comply with one or more of the following sustainability standards in order to contribute towards the 1st goal:

Table 3

PRODUCT TYPE	ENVIRONMENTAL STANDARD
Janitorial paper Plastic trash can liners	Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines
Paper towels Napkins Tissue paper	Green Seal GS - 01 (formerly Green Seal GS - 09)
Toilet tissue	UL 175 (formerly Environmental Choice CCD - 082)
Hand towels	UL 175 (formerly Environmental Choice CCD - 086)
Janitorial paper products	Derived from rapidly renewable resources or made from tree-free fibers
Janitorial paper products	FSC certified
Plastic trash can liners	California integrated waste management requirements

Purchasing hand soaps with one or more of the following standards can also contribute towards goal achievement:

Table 4

PRODUCT TYPE	ENVIRONMENTAL STANDARD
Hand cleaners Hand soaps	No anti-microbial agents (other than as a preservative) except when required by health codes and other regulations (ex: food service and health care requirements)
Industrial and institutional hand cleaners	Green Seal GS - 41
Hand cleaners Hand soaps	UL 2784 (formerly Environmental Choice CCD - 104)
Hand sanitizers	UL 2783 (formerly Environmental Choice CCD - 170)
Hand cleaners	EPA Design for the Environment Program's Safer Choice

## 7.2 Cleaning Equipment

Sustainability Criteria: Each piece of powered equipment should meet the following sustainability criteria. This includes: Vacuums, Wet/Dry Vacuums, All purpose cleaners, Floor Scrubbers, etc.

Table 5

Table 5

Safeguards	Powered equipment needs safeguards, such as rollers or bumpers, to avoid damage to building surfaces and to prolong the life of the equipment.
Ergonomic Design	Use ergonomic design to minimize vibration, noise, and user fatigue, as reported in the user manual in accordance with ISO 5349-1 for arm vibrations, ISO 2631-1 for vibration to the whole body, and ISO 11201 for sound pressure at operator's ear.
Batteries	Use environmentally preferable batteries for all powered equipment when applicable. Except in applications requiring deep discharge and heavy loads where performance or battery life is reduced by the use of sealed batteries.
CRI Seal of Approval: Vacuums	Vacuum cleaners must be certified by the Carpet and Rug Institute Seal of Approval/Green Label Vacuum Program and operate with a maximum sound level of 70 dBA or less.
CRI Seal of Approval: Carpet Extraction Equipment	Carpet extraction equipment, for restorative deep cleaning, must be certified by the Carpet and Rug Institute's Seal of Approval Deep Cleaning Extractors and Seal of Approval Deep Cleaning Systems program.
Powered Floor Maintenance Equipment	Powered floor maintenance equipment must have vacuums, guards, or other devices for capturing fine particles, and must operate with a maximum level of 70 dBA
Automated Scrubbing Machines	Automated scrubbing machines must be equipped with variable-speed feed pumps and either (1) on-board chemical metering to optimize the use of cleaning fluids or (2) dilution control systems for chemical refilling. Alternatively, scrubbing machines may use tap water only, with no added cleaning products.

### 7.3 Procedures and Strategies

Table 6

Operational Element	Goal	Standard Operating Procedures & Implementation Strategies	Performance Measurement
Hard Floor / Carpet Cleaning Maintenance	<ul style="list-style-type: none"> <li>Hard surface floors cleaning products must meet UL 2759 (CCD 146) standard.</li> <li>Carpet and upholstery cleaning products must</li> </ul>	<ul style="list-style-type: none"> <li>All flooring cleaned once a week with solely sustainable products according to schedule posted on Blink (<a href="https://blink.ucsd.edu/facilities/management/cleaning/index">https://blink.ucsd.edu/facilities/management/cleaning/index</a>)</li> </ul>	Log of cleaning times in key areas.

	<p>meet UL 2795 (formerly CCD 148).</p> <ul style="list-style-type: none"> <li>Vacuum cleaners must be Carpet and Rug Institute Seal of Approval/Green Label Vacuum Program certified.</li> </ul>	<p><a href="#">ex.html</a>)</p> <ul style="list-style-type: none"> <li>Carpets cleaned with sustainable vacuums.</li> <li>Carpets spot checked on a regular basis. Determine carpet needs to be specially treated or section of carpet needs replacement.</li> </ul>	
Protection of Occupants During Cleaning	Post health warning signs to building staff and occupants during cleaning.	<ul style="list-style-type: none"> <li>Use sustainable products as much as possible during cleaning.</li> </ul>	Provide information to interested occupants on product used, area of building cleaned and surrounding occupants
Selection/Use of Disinfectant and Sanitizer	Have sustainable disinfectant and sanitizers available to reduce levels of chemical, biological, and particulate contamination in the building.	<ul style="list-style-type: none"> <li>Place only hand sanitizers that meet the sustainable purchasing requirements.</li> <li>Place hand sanitizers at each department of building.</li> <li>All disinfectants must meet sustainable product criteria, stored away in janitorial closet when not in use, and must only be used by cleaning staff.</li> <li>Cleaning staff abide by disinfectant dilution strategies.</li> </ul>	Keep track of all purchases.
Spill Management & Safe Storage / Handling of Cleaning Chemicals	Prevent unnecessary product spillage/use cleaning products in best sustainable manner.	<ul style="list-style-type: none"> <li>When not in use, cleaning products must be stored in janitorial closet.</li> <li>Train staff on potential hazards of toxic chemicals and on various spillage scenarios.</li> <li>All spillage will be handled according to the manufacturer safety data sheets as issued by the product manufacturer.</li> </ul>	Log of staff training sessions.
Reducing Chemical Toxicity for Laundry, Ware Washing & Other Cleaning Activities	Reduce amount of chemical contamination that could affect air quality and health of building staff and occupants.	<ul style="list-style-type: none"> <li>100% of cleaning products will meet sustainability criteria.</li> <li>Any products that do not meet sustainability criteria can only be used outside of</li> </ul>	Log of all cleaning sessions and types.

		business operating hours.	
Conserving Energy, Water & Chemicals During Cleaning	Minimize levels of energy, water, and chemicals used during cleaning <del>by 40%.</del>	<ul style="list-style-type: none"> <li>▪ Use manually powered equipment when possible.</li> <li>▪ For disposal practices, use cold water.</li> <li>▪ Filters in vacuums changed at least once a month.</li> <li>▪ Dilute chemicals of cleaning products incompatible with sustainability criteria.</li> </ul>	Monthly cost for energy Log of all cleaning chemicals purchased.
Promoting Hand Hygiene	<ul style="list-style-type: none"> <li>▪ Prevent spread of illnesses transmittable through hand contact among building staff and occupants.</li> <li>▪ Hand hygiene products must meet Green Seal GS-41, for industrial and institutional hand cleaners standard.</li> <li>▪ All hand sanitizers must meet UL 2783 (formerly CCD 170) standard.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hands-free soap dispensers, faucets, hand dryers and towel dispensers placed in all restrooms.</li> <li>▪ Placed hand sanitizers must meet UL 2783 standard for Instant Hand Antiseptics (Environmental Choice CCD 170).</li> </ul>	Log of all hand hygiene products purchased.
Tracking Staffing & Overall Performance	Keep responsible parties accountable for effects of cleaning practices and maintenance.	<ul style="list-style-type: none"> <li>▪ <del>APPA</del> Cleanliness audits conducted every 6 months led by responsible party.</li> </ul>	Log of all regular work and training attendance of staff.
Tracking Usage of Water, Energy & Toxic Chemicals	Reduce the usage of water, energy and toxic chemicals <del>by 40%.</del>	<ul style="list-style-type: none"> <li>▪ <del>Keep responsible parties accountable for amount of water, energy, and toxic chemicals emitted during cleaning practices and maintenance.</del></li> <li>▪ Users of toxic chemicals must report to responsible party.</li> <li>▪ <del>Vacuum filters be replaced monthly.</del></li> </ul>	Log of all products containing toxic chemicals: by whom and when they were used
Tracking Purchases of Cleaning Product and Equipment	Keep responsible parties accountable for purchasing most sustainable products and equipment possible from certified third party vendors.	<ul style="list-style-type: none"> <li>▪ All cleaning purchases must be made by cleaning vendor or building management.</li> <li>▪ Responsible party will evaluate log of all cleaning purchases quarterly.</li> </ul>	Log of all cleaning products and equipment for key areas.
	<ul style="list-style-type: none"> <li>▪ Cleaning done according</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain contact with</li> </ul>	



Staff Training and Responsibilities	<p>to the schedule posted on the Blink website (<a href="https://blink.ucsd.edu/facilities/management/cleaning/index.html">https://blink.ucsd.edu/facilities/management/cleaning/index.html</a>)</p> <ul style="list-style-type: none"> <li>▪ 8 completed hours of training annually for all cleaning staff.</li> <li>▪ Hour-long training sessions to be held monthly.</li> </ul>	<p>backup cleaning vendor in the event of a staff shortage.</p> <ul style="list-style-type: none"> <li>▪ Responsible party is coordinator and planner for all training sessions.</li> </ul>	Log of all cleaning staff members who attend each monthly training session.
-------------------------------------	--	---	---

#### 8. PERFORMANCE MEASUREMENT

All maintenance activity will be recorded in a maintenance activity log by the appropriate responsible party. The maintenance equipment used, cleaning products applied, organic waste disposed, and fertilizers used will be recorded according to the performance measurement units listed above for each type of activity. The sustainability criteria met by the products or equipment used will also be recorded.

#### 9. SCHEDULE FOR REASSESSMENT

Tracking compliance with the goals established by this policy will take place on an annual basis.

#### 10. QUALITY ASSURANCE

The responsible party will evaluate the maintenance activity log on a semiannual basis to evaluate progress towards the implementation goals. If any maintenance activity is not being properly recorded, the responsible party will inform the appropriate individuals to ensure that activities are recorded moving forward. If any implementation goals are not being met, the responsible party will investigate the situation and will work with the individuals performing the maintenance activities to resolve the issue. The responsible party will evaluate whether updates are necessary to the plan or the maintenance process to achieve the implementation goals.