



Operations Green Cleaning Process

Purpose: This Green Cleaning Policy has been written with the intent of reducing 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.

Scope

- I. This policy shall encompass all interior-cleaning activities related to the Central New Mexico (CNM) Buildings. These activities shall at a minimum address the following:
 - Purchase of sustainable cleaning and hard floor and carpet care products.
 - Purchase of cleaning equipment that meets the LEED requirement and used as defined in the written program on sustainable cleaning equipment.
 - Establishment of standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed, and audited. Specifically address cleaning to protect vulnerable building occupants.
 - Development of strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
 - Development of guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
 - Development of requirements for staffing and training of maintenance personnel appropriate to the needs of the buildings. Specifically address the training of custodial personnel in the hazards of use, disposal, and the recycling of cleaning chemicals, dispensing equipment, and packaging.
 - Provision for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures, and processes.
- II. This Green Cleaning Policy guides the implementation of all cleaning practices, procedures and purchasing, including the following:
 - Cleaning procedures and practices for all interior spaces, entryways and walkways immediately outside buildings.

III. Purchasing of cleaning products and equipment based on the sustainability criteria identified by the LEED-EB O&M rating system.

- Hand hygiene.
- Vulnerable Populations.
- Storage and handling of cleaning chemicals.
- Staffing and training guidelines.
- Recycling procedures.
- Occupant feedback and continuous improvement process.

Performance Metric

I. Analysis of the performance of the Green Cleaning program at CNM will be assessed by the following metrics:

- Purchasing-related performance will be tracked via compliance with LEED credit requirements as per individual product categories.
- Seek to achieve and document that 30% of total purchases (by cost) of cleaning, hard floor and carpet care, and paper products/trash bags and related products meet the appropriate LEED-EB O&M sustainability criteria.

Seek to achieve and document that 30% of cleaning equipment purchases meet the appropriate LEED-EB O&M sustainability criteria.

Scheduling & Policy Review

I. Assessment of the ongoing performance of the Green Cleaning program at CNM 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. An annual survey will be conducted to elicit feedback on cleaning and custodial service from the building occupants. This service includes a feedback questionnaire and gives the occupants the opportunity to “escalate” their service request.
3. Purchasing-related performance will be tracked to ensure compliance with LEED credit requirements as per individual product categories.

Annual Review

The Green Cleaning Policy & Program at CNM shall continue indefinitely and be reviewed annually.

Feedback

- I. CNM is committed to implementing a successful and effective Green Cleaning Policy and will take the following actions to collect occupant feedback and provide continuous improvement and evaluate new technologies, procedures, and processes:
 - A survey of building occupants will be conducted between twelve and eighteen months after occupancy in April, and will continue on an annual basis each April.
 - The survey will collect anonymous responses about green cleaning in the CNM Building, including satisfaction with cleaning performance and identification of cleaning related problems.
 - A plan for corrective action will be developed in the case that 20% or more of building occupants are dissatisfied with the green cleaning program. The plan will include measurement of relevant problem area.
 - Maintenance and Operations Management will be the responsible parties for administrating the survey, setting up the survey, sending invitations, and collecting and analyzing survey results. Once completed the group will send the results and suggested changes to all occupants who responded to the survey.

Performance Goals

- Maintain appropriate standard operating procedures, strategies, and guidelines for critical task to ensure the maintenance and delivery of a high-performance cleaning program.
- Annual meetings in March of each year with building management staff to review green cleaning policy and performance.
- Ensure appropriate staff training on an ongoing basis.
- CNM will reassess the cleaning schedule every six months to maintain efficiencies and prevent redundant cleaning.
- Review of the training & staffing policy, including intent, procedures, and products; incorporate into semi-annual staff training.
- Generate an annual building cleanliness audit score, based on APPA requirements, of 3 or better. The Custodial Supervisor is responsible for monthly inspections report and annual updates to the policy.

- Regularly collect occupant feedback to ensure continuous improvement and achieve exceptional rates (+90%) of overall occupant satisfaction with building cleanliness. Occupant feedback will be based on the results of survey and suggestions.

Annual Review

The Green Cleaning Policy & Program at CNM shall continue indefinitely and be reviewed annually (April of each year).

Responsible Parties

- I. Maintenance and Operations Management are responsible for developing and managing the implementation of the Green Cleaning Policy and high performance cleaning program.
 - **Director of Maintenance and Operations 224-4000 ext. 51242**
 - **Operations Manager 224-4000 ext. 52883**
 - **M&O Supervisor Main/SVC Campus 224-4000 ext. 51495**
 - **M&O Supervisor JMMC/ATC/WTC 224-4000 ext. 51132**
 - **M&O Supervisor WTC/RR 224-4000**
 - **Operations III Supervisor Main/SVC 224-4000 ext. 45326**
 - **Operations III Supervisor JMMC/WTC 224-4000 ext. 45841**
 - **Operations III Supervisor WTC/RR/ATC 224-4000**

Cleaning Procedures & Practices

- I. Standard Operating Procedures (SOPs)

The following SOPs are based on the core principles of green cleaning and shall be adopted 100% at all times:

- Minimize the use of potentially harmful and irritating chemicals.
- Remove or eliminate dirt, dust, and other contaminants.
- Protect and preserve surfaces during cleaning.
- Reduce contaminant infiltration at the source.
- Identify and protect vulnerable building occupants who are sensitive to the impacts of cleaning products and practices.

I. **General Cleaning Procedures**

- Identify vulnerable occupants with special needs or sensitivities to cleaning products and practices and take steps to minimize negative impacts of cleaning on those occupants.
- Develop a cleaning schedule that meets the cleaning needs of the building efficiently and effectively, while minimizing exposures of cleaning products and practices to vulnerable occupants. Use cleaning products that meet the sustainability criteria outlined.
- Use chemical concentrates with appropriate dilution systems to minimize chemical use wherever possible.
- Dilute all concentrated cleaning chemicals per manufacturer recommendations for each application.
- Use lowest concentration possible for each application.
- When using cleaning products that are sprayed, apply directly to the cleaning cloth to minimize chemicals in the air.
- Use cleaning equipment that meets the sustainability criteria outlined in our policy
- Use tools that do not require application of chemicals, such as microfiber mops and cloths
- Provide special attention to areas where water collects or condenses; do not allow standing water.
- Notify building occupants at least 24 hours in advance of any major carpet cleaning.

II. **Entryways and Lobbies**

- Provide special attention to building entrances to capture and eliminate dirt and dust at the source.
- Provide entryway mats (recommended minimum of 10-15' long), or provide integral entry grilles at every outside door.
- Vacuum and spot clean roll-up entryway mats daily, and/or remove entry grilles and vacuum collection pan weekly.
- Replace mats when there is visible surface wear.
- Sweep, hose down or power wash areas leading to the building entrances as needed.

III. **Restrooms**

- Establish cleaning schedule based on the needs of the building. Depending on the frequency of restroom use, periodic checks may be required every 3 hours or even hourly.

- Avoid overuse of disinfectants. Effective removal of soils and contaminants from surfaces will remove germs without the use of disinfectants.
- Many disinfectants require that the surface be cleaned prior to disinfecting. Use a combination cleaner-disinfectant or clean surfaces thoroughly prior to disinfecting.
- Use a damp microfiber cloth prior to disinfecting or where disinfectant is not required.
- Clean thoroughly, addressing corners, edges, under sinks, and behind fixtures and doors.
- When applying disinfectants allow adequate contact time. Always follow the manufacturer's directions for dilution, application, dwell time, and rinsing.
- Disinfect daily any surfaces that are frequently touched such as countertops, toilets, urinals, door hardware, and light switches.
- Check floor drains as needed to ensure they are operating properly and odor-free; flush clogged drains with hot water to remove clog; flush odorous drains with hot water and germicidal solution if necessary.

IV. **Dust Mopping**

- Vacuum, damp-mop, or use a microfiber mop instead of sweeping to capture dirt and dust and avoid spreading it around.
- Change mop heads and sponges on a regular basis; at a minimum, replace mop heads and sponges weekly, or when they smell or show visible dirt, even when rinsed thoroughly
- Hang mops after use and allow to dry completely between uses; *do not* store in buckets or slop sink

V. **Dusting and Spot Cleaning**

- Utilize microfiber dusters or cloths for dusting and spot cleaning.
- Use a small amount of water or multi-purpose cleaner with microfiber cloths on stubborn spots or marks.

VI. **Hard Floor Maintenance**

- Provide routine floor maintenance to reduce the need for burnishing, recoating, striping and refinishing can be reduced: Dry mop, spot mop, or vacuum floors daily.
- Select a floor care system (green finish, stripper, and cleaner) that is found to be highly effective, so that the frequency of burnishing, recoating, striping and refinishing can be reduced.

- Use a medium-speed buffing machine instead of a high-speed buffing machine.
- Ensure that buffing machines are equipped with a vacuum and filter attachment.

VII. **Carpet Maintenance**

- Provide routine vacuuming and spot cleaning to reduce the need for major carpet cleaning and prolong the life of the carpet. Carpet can hold 5-10 times its weight in dirt before it becomes visible. Daily vacuuming with an efficient vacuum cleaner is the cornerstone of effective carpet maintenance.
- Change vacuum bags when they are 3/4 full; check bags prior to each use
- CRI's Green Label Program and HEPA filters are required for vacuums.
- Spot clean daily. Attend to spots and spills as soon as possible after the spill occurs. When applying chemicals use a coarse spray to minimize dispersal into the air. Use a spot cleaner that is compatible with the green carpet cleaning chemicals that are typically used.
- Schedule deep cleaning based on the traffic, dirt level and general needs of the building.
- Provide adequate or increased ventilation during major carpet cleanings to reduce potential exposure of chemicals to building occupants and allow the carpet to dry more quickly.
- Consider new technologies in carpet maintenance such as dry power cleaning, low-moisture foam systems, counter-rotating brushes, microfiber rollers, or encapsulating systems.

VIII. **Trash & Recycling Collection**

- Use all cleaning products until containers are completely empty prior to opening a new container.
- Use products with expiration dates prior to expiration (may affect reducing quantity ordered)
- Dispose of all excess product in accordance with manufacturer instructions
- Recyclable packaging includes, at a minimum, white office paper, mixed paper, press board, corrugated cardboard, plastics #1 (PET) and #2 (HDPE), metal, and glass
- Recycle all packaging in designated recycling area located in designated recycling areas.

Cleaning Strategies for Vulnerable Building Occupants

The primary goal of green cleaning is to protect human health by reducing potential hazards.

The needs of vulnerable building occupants, such as occupants with asthma, other respiratory conditions, or sensitive or damaged skin, at CNM 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.

CNM will survey all occupants via an online maintenance direct email at the beginning of each fiscal year in July requesting any conditions or concerns they may have regarding cleaning and indoor air quality.

Such occupants will be notified 48 hours in advance of more aggressive cleaning, such as floor stripping, via our on-line work order system or email.

IX. **Quality Control**

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

- 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.
- An annual survey will be conducted to elicit feedback on cleaning and custodial service from the building occupants.
- Purchasing-related performance will be tracked to ensure compliance with LEED credit requirements as per individual product categories.

X. **Hand Hygiene**


All restroom facilities, including those in guest rooms, public areas, and back-of-house spaces shall include appropriate hand-push soap dispensers. Staff will be educated on the importance of hand hygiene through informative seminars.

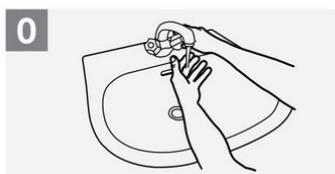
Protocols promoting hand hygiene shall be adopted. Quality control checks will be used to ensure adoption. All staff will be required to clean their hands using this soap upon the completion of their work day to protect their health as well as others.

Note: See picture diagraming the procedure on the following page.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

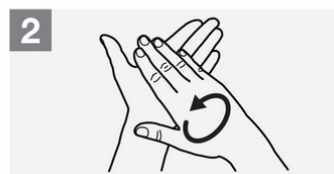
 Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



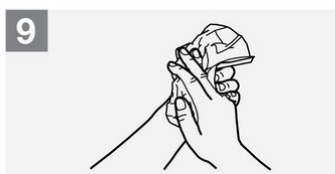
Rotational rubbing of left thumb clasped in right palm and vice versa;



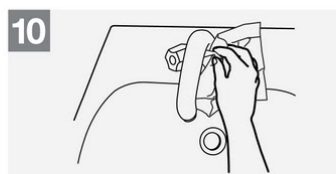
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



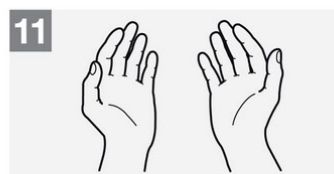
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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May 2009

Figure 1: Hand Washing Procedures

XI. Handling and Storage of Cleaning Chemicals

1. Storage Requirements for Cleaning Products

- 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.
- All products must be clearly labeled and prominently state dilution recommendations.

XII. Hazardous Spills

- CNM has a response program to help employees prepare for an event involving a hazardous material emergency. Each department is responsible for handling emergencies within their own work environments. Emergency preparedness plans are developed and communicated to all employees.
- Specific emergency assistance is available through the Office of Safety and Security. Report any spills of hazardous chemicals immediately by calling the M&O Supervisor or Operations III Supervisor who oversees that campus and shift. Properly trained personnel will be available to evaluate and offer technical assistance to facilitate the cleanup of the spill.
- In the event of a hazardous spill, the following general procedures may be used but should be tailored to fit the individual needs of the department's Emergency Response Plan:
 1. Implement the department's Emergency Response Plan.
 2. Attend to any persons who may have been contaminated. Chemical spills on the skin or eyes must be treated immediately.
 3. Notify persons in the immediate area about the spill.
 4. Evacuate all nonessential personnel from the spill area.
 5. Refer to the appropriate Material Safety Data Sheet (MSDS) and if the spilled material is flammable turn off all ignition and heat sources.

6. Avoid breathing vapors of the spilled material. If necessary, use an appropriate respirator if approved to do so. Otherwise evacuate the area.
7. Leave on or establish exhaust ventilation if it is safe to do so.
8. Secure the supplies necessary for the cleanup. Most small liquid spills (<100 ml.) can be absorbed with paper towels, sand or an absorbent.
9. During the cleanup operation, wear appropriate protective equipment.
10. Notify Office of Safety & Security if a hazardous material is involved.
11. After the cleanup of a chemical spill, all materials including any paper towels used in the cleanup must be disposed of as waste according to the policies for Chemical Waste Disposal. Particular Care should be exercised in handling absorbent materials used in the cleanup of flammable liquids to protect against potential fire hazards.

XIII. **Staffing & Training**

Custodial Supervisors shall provide training to all cleaning staff for all methods and products described within this policy. A Safety Manual will be available at all times on site and accessible to all staff members. The Safety Manual will include contact information to direct product questions, emergency contact for hazardous event (such as a spill), MSDS for all products, and step-by-step instructions for proper use of each product (including use, dilution, and disposal). If cleaning staff is non-English speaking, training and Safety Manual will be provided in multi-lingual format and dilution instructions will be in pictorial format.

Training must include, at a minimum:

- General orientation
- 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)
- Where applicable, procurement training must be provided for responsible parties. Procurement training must include, at a minimum, review of the requirements in this plan

and all referenced standards. B & G or Personnel will provide checklists and posters on site for cleaning staff that describe procedural requirements in accordance with this policy.

XIV. **Performance Criteria**

A. Verification Procedure

CNM will conduct an audit in accordance with **APPA Leadership in Educational Facilities' (APPA) "Custodial Staffing Guidelines"* to determine the appearance level of the facility.

B. Standard Operating Procedures (SOPs) Documentation Requirements

1. A detailed maintenance plan shall be developed to include the following information for each maintenance activity:
 - Schedule
 - Purpose
 - Cleaning Chemicals to be used
 - Other supplies or equipment to be used
 - Key Actions

2. A maintenance log shall be developed and updated to include the following information:
 - Dates of maintenance activity
 - Person performing maintenance activity
 - Details of maintenance, such as the number of coats of floor finish applied (base & top coats)
 - The duration between maintenance activities, such as floor stripping and refinishing cycles

C. Product & Equipment Documentation Requirements

1. All products must be pre-approved prior to use at CNM.
2. The Custodial Supervisor must demonstrate at least 30% of all cleaning products, disposable janitorial paper products, and trash bags meet the sustainability criteria set forth in previous section.
 - The Custodial Supervisor must provide manufacturer cut sheets or technical specification sheets demonstrating that products contributing to the percentage specified above meet one of the sustainability criteria set forth in the previous section. For example, submit product literature showing Green Seal certification.

- The Custodial Supervisor must submit MSDS for all products.

***APPA, Association of Physical Plant Administrators**

XV. Responsible Parties

A. Operations Manager is buying manager

- Adopt purchasing policy for sustainable cleaning products and equipment.

B. Operations Manager Raymond Montoya

- Implement training for staff and maintenance personnel.
- Enforce guidelines for the safe handling and storage of cleaning chemicals.

XVI. Time Period

This policy will remain in effect going forward.

Green Cleaning Equipment Use

All new equipment acquisitions for use on the CNM Campus shall comply with the requirements of LEED-EB O&M.

Sustainability Criteria

XVII. 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

A. 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.

B. 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.

C. 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.

D. 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.

E. Propane-powered floor equipment

- Environmental Protection Agency (EPA) standards for specific engine size.
- Equipped with high-efficiency, low-emission engines with catalytic converters and mufflers.
- Operate at a sound level than 90 dBA.

F. Re-usable (*As appropriate, all products are to be recycled appropriately*).

- Re-usable/washable rags are to be utilized to clean surfaces throughout the building.
- Re-usable/washable carpet bonnet’s are to be utilized.

- Re-usable/washable dust and wet mops are to be utilized.

Approved Equipment 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:

<u>Equipment Type</u>	<u>Equipment Name</u>	<u>Manufacturer</u>	<u>Vender</u>
<u>Carpet Cleaner</u>	<u>Kent Klienzor</u>	<u>Nilflxk Advance</u>	<u>Western Paper</u>
<u>Portable Spot Remover</u>	<u>Bextspot</u>	<u>Clarke</u>	<u>Laun-Dry</u>
<u>Turbo Dryer</u>	<u>Turbo Cat 3</u>	<u>National</u>	<u>Western Paper</u>
<u>Vacuum</u>	<u>Super Quarter VAC HEPA</u>	<u>ProVac</u>	<u>Western Paper</u>

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 no less than 20% of the existing equipment meeting at least one of the sustainability criteria (other than the requirement for equipment safeguards).

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.

XVIII. Green Cleaning Product Use

Wherever feasible, cleaning products and materials, including hard floor and carpet care products, used inside and outside the CNM L Building shall meet the requirements of LEED-EB O&M.

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.

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 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.

Approved Product List

The products listed below are approved for use. Products beyond those listed.

Here must be submitted to the Custodial Supervisor and the Operations Manager for approval before use.

1. Products for Staff Use:

<u>Manufacturer</u>	<u>Product</u>	<u>Purpose</u>	<u>Sustainability Features</u>
<u>Spartan.</u>	<u>Clean by Peroxy</u>	<u>Multi-surface cleaner</u>	<u>Green Seal Certified</u>
<u>Spartan.</u>	<u>Clean by Peroxy</u>	<u>Glass Cleaner</u>	<u>Green Seal Certified</u>
<u>Spartan.</u>	<u>Clean by Peroxy</u>	<u>Carpet Shampoo</u>	<u>Green Seal Certified</u>
<u>Spartan.</u>	<u>Clean by Peroxy</u>	<u>Mop soap</u>	<u>Green Seal Certified</u>

Carpet Cleaning

Cleaning Procedures & Safety Guidelines

- Before using the carpet machine make sure to check if it is ready to use.
- 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.
- Prepare floor area to be shampooed / extracted.
- Move furniture as needed and other objects off the carpet.
- Vacuum the floor area.
- Remove the gum and pre spot any stains before operating the carpet machine.
- Start cleaning from the wall outward in straight lines.
- Overlap the carpet cleaning lines and repeat until finished with the cleaning.
- If using the carpet extractor make sure to empty the recovery / solution tank when finished.
- 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.

PPE-Personal Protective Equipment

1. Gloves
2. Air mover fan

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Maintenance of Custodial Supply Closet

- Make sure all chemicals are stored at or below eye level.
- Supplies stocked on shelves should be kept organized.
- Heavy supplies should be placed on lower shelves at all times.
- All equipment should be kept clean and in good working order.
- Mop heads and sponges in custodial closet should be cleaned daily.
- All spray bottles should be labeled and filled with the correct chemical.

PPE- Personal Protective Equipment

1. Gloves

2. Eye Protection

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Daily Restroom Cleaning

- Check cleaning supplies and personal protective equipment before cleaning.
- Knock and announce yourself before entering the restroom.
- If the restroom is not occupied, close off restroom by opening door and placing “restroom closed for cleaning” sign at entrance.
- Check condition of restroom to assess cleaning needs.
- Remove any cob webs or debris from ceiling and wall areas.
- Check dispensers and replace as needed hand soap, paper towels, toilet paper, and toilet seat covers.
- Sweep floor and pick up/remove debris.
- Apply Peroxy 4D disinfectant to all urinals and toilets.
- Rinse showers down and remove hair and debris from drain covers. Check the condition of drain traps and clean as needed.
- Clean urinals and toilets using toilet bowl swab/brush, check the feminine hygiene disposal units and disinfect using Peroxy 4D, replace with clean liners as needed.
- Apply Peroxy glass cleaner to mirrors and squeegee or wipe dry with microfiber rag or paper towel.
- Using a non-abrasive combo sponge, scrub sink, sink fixtures and counters with Peroxy 4D disinfectant.
- Wipe all counters and sinks dry using microfiber rag or paper towels.
- Spot clean walls, partitions, ledges, doors, and trash can inside/outside with Peroxy general purpose cleaner.
- Empty trash and replace trash can liner.
- Remove all restroom cleaning supplies from the restroom and store in custodial closet or on custodial cart.
- Use microfiber mop and bucket to mop the restroom with a solution of Peroxy 4D disinfectant cleaner and dump waste water into slop sink when finished.
- Place “wet floor” sign in entry area on the wet floor.
- After floor is dry remove the “wet floor” and “restroom closed” signs to reopen the restroom for use.

Safety Tips- When doing a lot of bending, take a minute and stretch your back. Always practice back safety and use proper precautions while working in shower areas and other wet floors.

PPE-Personal Protective Equipment

1. Gloves
2. Eye Protection
3. Safety shoes as needed

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Elevator Cleaning Procedure

- When possible, shut down elevator with key.
- Sweep and pickup any debris on the floor of the elevator and in the elevator door tracks.
- Clean walls and doors using Peroxy general cleaner.
- Clean the stainless steel with the stainless steel cleaner.
- Vacuum or Mop floor using Peroxy mixture in mop bucket.
- Place “wet floor” sign on floor.
- When floor is dry remove sign and return elevator to service.

Note: Report any damage or excessive mess.

PPE-Personal Protective Equipment

1. Gloves
2. Eye Protection

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Entryway Cleaning

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

PPE-Personal Protective Equipment

1. Gloves
2. Dust mask
3. Eye protection

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Hard Floor Cleaning

- Prepare a solution of warm water and Peroxy cleaner in a mop bucket.
- Prepare floor for mopping.
- Scrape any objects (such as gum) off the floor surface using a scraper or putty knife.
- Sweep or dust mop the floor surface. Pick up the debris with a dust pan and dispose of it into a trash container.
- Mop the hard surface floor using a microfiber mop and the Peroxy cleaner solution from the mop bucket.
- Mop the floor in a figure eight pattern.
- Place “wet floor” sign on the wet floor surface.
- 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.

PPE- Personal Protective Equipment

1. Gloves (if desired).

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Lounge Cleaning

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

PPE-Personal Protective Equipment

1. Gloves

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Classrooms/Office Areas

- Classrooms with tile floors are dust-mopped on a daily basis and wet-mopped as needed (at minimum once weekly).
- Carpeted areas are vacuumed daily.
- Clean whiteboards/Chalkboards daily.
- Check and replace failed light bulbs/tubes, daily as needed.
- Spot cleaning of carpets is an ongoing process. It is accomplished at night when no students or staff members are in the building.
- Trash and recyclable items are removed on a daily basis.
- All hard surfaces, i.e., desk, counter tops, sinks, etc., are wiped down daily with Peroxy and dusting is an ongoing process. This can only be done if areas are free of clutter.
- Spot wash walls as needed.
- Door glass is cleaned as necessary.
- Windows and glass throughout the schools are cleaned on an ongoing basis.
- Carpets are cleaned and extracted during term break.

PPE-Personal Protective Equipment

2. Gloves

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Shower Deep Cleaning Procedure

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

PPE-Personal Protective Equipment

1. Gloves
2. Eye protection
3. Non-slip foot wear

I _____ have been trained on the above information.

Print name

Sign _____ Date _____

Stairwell Cleaning

- Inspect stairwell for any unsafe conditions before cleaning.
- Brush dust off light covers and remove cob web.
- Spot clean walls using Peroxy general purpose cleaner and scrub sponge.
- Start at the top of the stairwell and sweep stair steps down to landings. Sweep up debris and dispose of trash.
- Wipe down hand railing using Peroxy general purpose cleaner and microfiber rag.
- Wet mop stairs and landings from top to bottom using Peroxy cleaner and microfiber mop.
- Place “wet floor” signs on landings and verbally caution residents using the stairs that the floor is wet.
- When steps are dry remove signs.

Note: These tasks should be done 3X 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

Sign _____ Date _____

Vacuuming Carpets

- Check vacuum cleaner for damage.
- Check vacuum bag. If full, replace the vacuum bag with a new one. Check all filters and replace as needed.
- Inspect vacuum cleaners brush to ensure there is no hair or other material wrapped around it.
- Use box cutter to cut and remove any entwined material on the brush.
- Inspect carpet and remove any objects that can cause damage to the vacuum cleaner.
- Plug electrical plug into wall outlet and turn on switch.
- Vacuum the carpet by moving forward and backward in a straight line with the vacuum until all dirty carpet surfaces have been covered.
- When vacuuming is completed turn off vacuum cleaner and walk to the outlet to unplug the cord.
- Wrap cord into cord holder on vacuum. Do not wrap the cord too tight or in the opposite direction.
- Wipe down exterior of vacuum with wet microfiber rag.
- Store vacuum cleaner in custodial closet and secure the closet door.
- 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

Sign _____ Date _____

Forms:

- 1. Carpet Cleaning**
- 2. Maintenance of Custodial Supply Closet**
- 3. Daily Restroom Cleaning Elevator Cleaning Procedure**
- 4. Entryway Cleaning**
- 5. Hard Floor Cleaning**
- 6. Lounge Cleaning**
- 7. Classroom/Office Areas**
- 8. Shower Deep Cleaning Procedure**
- 9. Stairwell Cleaning**
- 10. Vacuuming Carpets**

End of Process