

Title: Green Housekeeping Program	
Reference No.: DR2200.2	
Document Owner: Senior Manager of Operations	Effective Date: Jan 30, 2017

1.0 Purpose:

To outline Facilities Green Housekeeping Program implemented in all MacEwan University buildings.

2.0 Scope:

Under the direction of this program, sustainable custodial services are practiced in all MacEwan buildings. Green cleaning safeguards human health, while minimizing its impact on the environment. All efforts are made to improve air quality by reducing and eliminating the release of toxins into the environment by using Green cleaning products. Waste is handled and disposed appropriately following established recycling processes.

This directive pertains to Custodial Services, including all in-house custodial employees and contracted employees.

Background:

Facilities is committed to providing a healthy and safe environment for students, employees and visitors in all University buildings in compliance with the University's Health and Safety Policy D1400, Facilities Operations & Maintenance Policy D5050 and Facilities Whole Life Cycle Sustainable Policy D 5000. As a result, Facilities has developed a Green Housekeeping program that has the following components:

Indoor Air Quality

Special attention will be paid to improve indoor air quality by preventing the use of unsafe cleaning chemicals with hazardous contaminants and by introducing environmentally friendly approved Green products in all University buildings; City Centre Campus, Robbins Health Learning Centre, Student Residence, Alberta College, Centre for the Arts and Communications and the University Services Centre. These Green

products must be certified by the Environmental Choice Program or approved by Green Seal.

 **Chemical Dispensers**

In order to reduce and control excess chemical usage, chemical dispensers will be installed in all custodial rooms to dispense cleaning solutions at the correct dilution rate, as per manufacturer's specification.

 **Carpet Care**

Carpet tile installed in main hallways at most campus buildings including University Services Centre will be steam cleaned with a clear water application.

 **Recycle Program**

A Recycling program has been implemented in all University campuses and buildings in partnership with the City of Edmonton for transportation and disposal of recycle items. This service will be extended to all newly constructed MacEwan buildings such as University Services Centre.

 **Composting**

Background Information

As of October 2011, University general waste will be disposed of at the City of Edmonton's Integrated Process Transfer Facility (IPTF) whereby 45% of material will be diverted to the organic processing facility. As soon as the City's new bio-fuel facility is fully operational, 90% diversion rate of all waste will be achieved to convert waste to fuel.

3.0 Responsibility and Authority:

Senior Manager Operations is responsible for the overall program including the Request for Proposal mandatory requirements for the provision of cleaning products.

Building Supervisors have the responsibility to implement the Housekeeping Green Program and to ensure that all custodial employees comply with it.

All In-house custodians are expected to follow established cleaning standards as reflected in their work schedules.

All contract custodians are required to comply with the cleaning standards outlined in their service Contract/Agreement.

4.0 Records:

N/A

5.0 Cross-References:

“Operations and Maintenance Policy” D5050

“Facilities- Whole Life Cycle Sustainability” D5000

“Health and Wellness Policy” D 4140

“Recycle 6 Sigma Project Implementation” WK2400-08

Custodial Training Plans

Cleaning Standards

Material Destruction and Disposition Guide

Material Safety Data Sheets (MSDS).

