WHATCOM COMMUNITY COLLEGE

DRAFT GREEN CLEANING PROGRAM

1. **INTRODUCTION:**

**PURPOSE**

The purpose of the WCC Green Cleaning Program is to promote good air quality and human health while protecting the building and the environment. This program reduces the exposure of building [occupants](http://www.usgbc.org/glossary/term/4634) and custodial staff to potentially hazardous chemical, biological, and particulate [contaminants](http://www.usgbc.org/glossary/term/4352). The program encourages the purchase of green cleaning products equipment, sustainability education through the spread of green cleaning practices by the custodial staff, and feedback from our general staff and students for continuous improvement in sustainability.

**GOALS**

* Pollution Prevention
* Chemical Use Reduction
* Indoor Air Quality Improvement
* Reduce Illness and Absenteeism
* Improve Custodial Staff Worker Safety
* Increase Productivity & Ergonomics
* Sustainability Education and Community Engagement

The cleaning program is based on the standards set forth by LEED – EBOM credit EQp3.

1. PROGRAM SCOPE 1 & II:
* Scope 1 of the green cleaning policy is specific to WCC’s LEED silver buildings, the Auxiliary Services Building and the Athletic Pavilion, and is 100% EQp3 compliant.
* Scope I1 of the green cleaning policy encompasses cleaning activities throughout the campus, and is mostly compliant but transitional. As buildings are upgraded or replaced, the whole campus will be transitioned to Scope 1.
* The majority of the Green Cleaning Program is in place as of 1/1/2018. To minimize waste, some existing non-compliant products and equipment will be phased out and replaced with approved alternatives as the existing supplies are depleted, current equipment reaches the point of needing major service, or aging buildings are replaced.
1. RESPONSIBLE PARTIES: Pliny Keep, Facilities Manager has oversight of Facilities Staff: Custodial, Grounds and Maintenance, and general implementation of the Green Cleaning Program, staff training. Randall Cross, Custodial Supervisor oversees day-to-day implementation of the Green Cleaning Program.
2. TRAINING: All facilities staff are familiar with the Green Cleaning Program and trained in equipment usage, SDS and Zero Waste. Green cleaning trainings are conducted annually.
3. PERFORMANCE METRICS: The Facilities Manager inspects to ensure no new chemicals are purchased without being screened for third party green certification. The Custodial staff are trained to be liaisons with campus staff to spread green cleaning best practices. Annual campus maintenance surveys on facilities performance contain green cleaning questions.
4. VULNERABLE OCCUPANTS: The Director of Access and Disability Services is the liaison for staff concerned about IAQ or other cleaning related concerns of vulnerable building occupants.
5. BEST PRACTICES:
* Hand hygiene best practices are mandatory for all employees and encouraged for building occupants.
* All restroom facilities shall include approved hand soaps as listed in Appendix A.
* All employees shall wash their hands and exposed portions of arms at the beginning and end of their shift, following every trip the restroom, after coughing or sneezing, before handling food or beverages, and on an as needed basis.
* Approved alcohol-based hand sanitizers are acceptable when water-based hand washing facilities are unavailable.
1. **CLEANING PRODUCTS STANDARDS SCOPE I:**

Cleaning products, janitorial paper products, trash bags, and microfiber tools and wipes will minimize environmental impact through specification of recyclable and/or biodegradable products, selection of non-toxic cleaners, proper handling, storage and dilution, and reuse as appropriate.

1. CLEANING PRODUCTS must meet one of more of the following standards:
	* General-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes: Green Seal GS-37
	* Cleaning and degreasing compounds: Environmental Choice CCD-110
	* Hard-surface cleaners: Environmental Choice CCD-146
	* Carpet and upholstery care: Environmental Choice CCD-148
2. DISINFECTANTS, METAL POLISH, FLOOR FINISHES, STRIPPERS, ETC. not addressed by GS-37 or Environmental Choice CCD-110, 146, or 148 shall meet at least one of the following standards for the appropriate category:
* Industrial and institutional floor-care products: Green Seal GS-40
* Digestion additives for cleaning and odor control: Environmental Choice CCD-112
* Drain or grease-trap additives: Environmental Choice CCD-113
* Odor-control additives: Environmental Choice CCD-115
* Hard-floor care: Environmental Choice CCD-147
* All: California Code of Regulations maximum allowable VOC levels for the specific product category.
1. DISPOSABLE JANITORIAL PAPER PRODUCTS & TRASH BAGS must meet the minimum requirements of one or more of the following programs for the applicable product category:
	* Janitorial Paper and Plastic Trash Can Liners: U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
	* Paper towels and napkins: Green Seal GS-09
	* Tissue paper: Green Seal GS- 01
	* Toilet tissue: Environmental Choice CCD-082
	* Hand towels: Environmental Choice CCD-086
	* Janitorial paper products shall be derived from rapidly renewable resources or made from tree-free fibers.
2. HAND SOAPS are required to 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 (i.e., food service and health care requirements)
* Industrial and institutional hand cleaners: Green Seal GS-41
* Hand cleaners and hand soaps: Environmental Choice CCD-104
1. **APPROVED CLEANING PRODUCTS SCOPE I & II**: Products included in the table in Appendix A meet current standards. New products must be submitted for approval to the Facilities Manager prior to purchase or use.
2. SAFE HANDLING AND STORAGE: Cleaning chemicals are stored in the secured janitorial closets. All products shall be stored in their original containers when possible, and secondary containers and dilutions are labeled. One custodial closet in each building will have a chemical mixing station at the floor sink. All Facilities staff are trained in Spill Response. All buildings and facilities vehicles have spill kits. Specialized cleaners used for facilities maintenance purposes only are stored in 2 separate flammables cabinets in our Auxiliary Services Building, and are not part of our Green Cleaning Program.
3. SDS DOCUMENTATION: SDS documentation is stored in binders in the Auxiliary Services Building ASB 117. The WCC Chemical Hazard Communication Program outlines policies and procedures for chemical acquisition, disposal and related annual staff training.
4. SUSTAINABLE PURCHASING: WCC does not have a formal sustainable purchasing policy at this time. However, significant percentage of our purchasing is 3rd party certified, such as Green Seal chemicals and 100% post-consumer hand towels and toilet paper. New purchases are evaluated for sustainability.

**IV. SUSTAINABLE EQUIPMENT POLICY SCOPE I & II:**

Scope 1: 100 percent of powered cleaning equipment currently used in the ASB and PAV meets or exceeds the standards required by LEED – EBOM IEQ c3.4: Green Cleaning, Sustainable Cleaning Equipment.

Scope 1 EQUIPMENT STANDARDS:

* Vacuum cleaners: Carpet and Rug Institute “Green Label” Testing Program. Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and shall operate with a sound level less than 70dBA.
* Carpet extraction equipment (for restorative, deep cleaning): Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.
* Powered floor equipment (e.g., electric and battery-powered floor buffers and burnishers): is equipped with vacuums, guards and/or other devices for capturing fine particulates, and operate with a sound level less than 70dBA.
* Battery-powered equipment is equipped with environmentally preferable AGM (Absorbed Glass Mat) batteries.
* Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
* Equipment includes safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

Scope 11 EQUIPMENT STANDARDS: As LEED Silver Buildings are completed and facilities upgraded, newly purchased equipment for will meet also these criteria.

1. EQUIPMENT OPTIMIZATION AND TRAINING: Custodial staff are trained in manufacturers recommended equipment operation, and best management practices to minimize waste.
2. RECORDKEEPING: An original manual is kept for all powered cleaning equipment that includes the date of purchase and required repair and maintenance activities.
3. APPROVED EQUIPMENT: The products included in the table in Appendix B meet the appropriate standards and are approved for use. Any and all additional or replacement equipment must be submitted for approval to the Facilities Manager prior to acquisition.
4. STANDARD MAINTENANCE PROCEDURES

These procedures (SMPs) address how an effective cleaning, hard floor and carpet maintenance system will be consistently utilized, managed and audited.

* FLOORING - Purchase of sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in IEQ Credit 3.3.
* DAILY MAINTENANCE shall include sweeping, dust moping, and/or vacuuming the floor to remove dust, dirt, grit and debris that can damage the floor and become ground into the surface.
* SPOT MOP as needed. Any spills should be cleaned up immediately.
* DAMP MOPPING of the floor should be performed on a regular or daily basis depending upon traffic and soil levels in the area.
* MACHINE SCRUB the floor with a properly diluted <approved neutral detergent solution> and <approved scrubbing pad or brush>.
* FLOOR STRIPPING is appropriate when the floor is badly soiled and/or scratched, strip it using the same procedure but substituting a properly diluted <approved stripping solution>. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse-water and allow the floor to dry completely. Apply 3 to 5 coats of <approved commercial floor polish> as per manufacturer’s recommendation. If the floor has been stripped, the application of <approved stain resistant sealer> prior to the application of polish is recommended in areas that will be exposed to heavy traffic and/or staining agents.
* FLOOR SANDING with an orbital sander is a fast way to prepare a floor surface for floor finish. If the floor is between just needing a scrub or a complete stripping. Often sanding will prepare the floor to take new finish and can be done in half the time as stripping with less workers involved.
	+ CARPET VACUUM CLEANING: Effective daily vacuuming reduces the frequency of periodic maintenance procedures. In addition to removing soil, vacuum cleaning also helps to lift and restore pile.
	+ FREQUENCY of vacuuming is determined by visual inspection. Heavy traffic areas such as lobbies, entryways and barrier mats, particularly those exposed to various weather conditions, may require more frequent vacuuming.
	+ SPOT CLEANING: Daily removal of spots and spills helps maintain the carpet's appearance between scheduled cleanings. Immediate action against spots and spills also reduces the probability of a permanent stain. It is important to use solutions that are appropriate for the specific type of spot or spill water based, oil based or specifically for gum.
	+ TREATING WATER-BASED SPOTS: For liquid spills, blot up as much of the liquid as possible with a cloth. If the spill is semisolid or has hardened, scrape it with a spoon or spatula and then blot the spot with a damp sponge.
	+ TREATING OIL-BASED SPOTS: Approved heavy-duty spot cleaner or a carpet pre-spray made for certain mineral oils.
* GUM REMOVAL: Use approved gum remover on affected area and allow the product to freeze the gum. Use putty knife to remove.
* BONNET CLEANING. As with all other maintenance methods, always prepare the carpet by vacuuming. Apply pre-spray using an approved electric or pump-up type sprayer.
* HOT WATER EXTRACTION: Operate the floor wand or self-contained extractor by engaging the solution valve or button and pulling or pushing the equipment for approximately 3-6 feet. Release the solution valve before reaching the end of your pass to assure that you vacuum up all of the solution. Cover the same area two or three times. Do not allow foot traffic onto the carpet until it is dry.
* WINDOWS: Exterior windows are hired out to a contractor annually. Interior windows are cleaned by the custodial staff with an approved window cleaner.

 **V. RESTROOMS:**

* Dry mop floors to remove dirt, soil, dust and hair from floors
* Disinfect all surfaces with a Johnny Mop and diluted H2 Orange. Separate mops for toilet bowl and sinks to avoid cross-contamination.
* Check and fill soap dispensers, toilet paper, towel dispensers, and paper toilet seat covers.
* Clean mirrors with approved glass cleaner.
* Clean dust from tops of stall dividers, dispensers and ceiling vents.
* Clean countertops to ensure they are free of soil, dirt, dust, fingerprints or stains.
* Empty trash and sanitary holders.
* Report any repairs to Supervisor.
* Mop floors with disinfectant H2Orange.
1. **WASTE MANAGEMENT AND STORAGE:**
* Collections stations are provided at or near points of waste generation to support the proper collection of waste
* WCC has the following dedicated and labeled types of waste containers: Landfill, Mixed Recycle Plastics and Cans, Mixed Paper, Cardboard, Compost, and Landscaping Green Waste
* Shelters provide protection of the waste from weather conditions and from scavenging by animals, birds and insects, and prevent spillage or leakage from waste
* Landfill waste is secured in a compactor daily
* Compost is accumulated in secure waterproof totes and emptied twice weekly
1. **UNIVERSAL, HAZARDOUS AND DANGEROUS WASTE OUTSIDE VENDORS:**
* Hazardous waste is kept in a dedicated accumulation area in our Kulshan Laboratory, and handled in a semi-annual shipment by Clean harbors
* Parking lot spills are taken to Stericycle at Whatcom County Hazardous Waste Depot.
* Universal Waste (batteries, bulbs, etc.) is stored and dated for biannual shipment by Envirocycle.
* On-site waste containers are labeled with all required warning signs
* Containers of waste which are stored, e.g. drums, are securely closed and fastened, and labeled as required and have secondary containment if needed
* Pick up areas are accessible to waste collection vehicles and equipment and waste collection happens frequently to prevent the unnecessary accumulation of waste
1. **INNOVATIONS**
* Compost flaps: WCC utilizes compost flaps that require the user to lift in order to use. Flaps decrease contamination and odor.
* Central sorting stations: WCC custodial staff gives office occupants an option to use a central sorting station and take away their trash can.
* Continuous Improvement: Custodial staff and maintenance solicit feedback from campus staff and students on how to improve our sustainability efforts, through annual surveys and the facilities liaison to the Campus Sustainability Committee and Student Sustainability Club.
* Furniture Surplus and Donation: WCC puts usable items up for auction on the state website and if no value can be realized, donates used furniture to non-profits
1. **APPENDIX A: CLEANING PRODUCTS**

|  |  |  |
| --- | --- | --- |
| *Product Name* ***Scope 1 = Green*** | *Product Usage* | *3rd Party Certification* |
| *H2 Orange Concentrate 117* | *Cleaner Disinfectant* | *EPA NSF* |
| *Sprayaway SW-050*  | *Glass Cleaner* | *NO CFC’s* |
| *Xcelente* | *Hard Surface Cleaner* | *Green Seal* |
| *Spartan Lite’n’foamy cranberry ice* | *Hand and body wash* | *NSF* |
| *GP enMotion*  | *hand towels 100% recy.* | *Green Seal, NSF, EPA, FSC, etc.*  |
| *Wausaupaper Ecosoft* | *Toilet paper 100% recy.* | *Green Seal* |
| *Lemon Blossom hand sanitizer* | *Dispenser refill* | *NSF* |
| **Scope 1I Transitional** |  |  |
| Gojo bath soap | Hand cleaner | Liquid Hand Soap for heavy dirt and grease. |
| Deep6 defoamer | Floor machines | Use in Floor and Carpet cleaning to keep suds from building up and clogging the machine. |
| Betco PH perfect | Mop water | Helps to neutralize chemical in the snow-melt in mop water. |
| Betco gum remover | Gum remover | Use to freeze gum allowing easy scraping off carpet. |
| Remarkable LMP peroxide | Oil from carpets | General Purpose cleaner for desks, floors and sinks. |
| Misty Spot remover | Stain remover | Use on hard to remove stains on furniture fabric. |
| Body Fluid Control Solidifyer | Vomit cleanup | Use to turn body fluid solid for easy disposal. |
| Ax-it plus  | Floor wax stripper | Use to remove old floor-finish before applying new finish.  |
| Clean by peroxy | All purpose | General purpose hydrogen peroxide cleaner.  |
| HDX liquid dish soap | soap campus kitchens | Liquid dish-soap for campus kitchens. |
| Sprayaway glass cleaner | Glass and mirror | Foamy non-ammonia Glass & Stainless cleaner. |
| HDX easy eraser | Graffiti and scuff marks | Dry eraser to remove black marks on walls, pencil marks on desks, and graffiti marks. |
| Betco Glybet II | HD disinfectant | Heavy Duty heavy area disinfectant for library. |
| Lysol Disinfectant | Disinfectant | Light duty disinfectant for desks, door handles, drinking fountains.  |
| Misty Citrus All purpose | Tables, desks | Use for cleaning kitchen tables, desks in classrooms, tables in library. Good for graffiti and pencil marks. |
| Swifter Dusters | Dusting | Used in high dusting fixtures, ledges, lights & vents. |
| Clorox Bleach | Old building restrooms | Baker, Kelly and Cascade have toilets are prone to odor and deep stains. Dilution used when no classes or students & instructors are in the building.  |
| Spartan Damp mop | floors | Floor cleaning as a sanitizer and neutral disinfectant. |
| Spartan Damp mop cleaner | floors | No rinse floor cleaner. Biodegradable and phosphate free. |
| Floorfront | floors | High gloss, low maintenance floor finish. |
| Hot Shot | Flying insect killer | Natural bug killer for fruit flies in compost bins in warm weather. |
| Ishine | Floor finish | A floor finish with high solids for long protection. |
| Misty glass and mirror | glass | Concentrated glass cleaner for refilling spray bottles. |
| Orange tough | gum | All purpose degreaser that we use for gum removal. |
| Rinse Dry | dishwasher | For use in dishwashers to aid in rinsing. |
| Scotchguard | fabric stain repellent | Fabric stain repel and spill repel. |
| Steel Meister penetrating Oil | stainless | Stainless steel cleaner and shine. |
| Sheila Shine | stainless | Stainless steel cleaner and shine. |
| Super Trump | laundry | Pavilion laundry detergent. |
| Tough Guy gum | gum | Freezes gum for easy removal from carpets by freezing then scraping. |
| J works Tempest | kitchen | Kitchen cooking grease floor splatter removal. |
| Sealed air diversey care | Degreaser |  |
| Sealed air Windex powderized  | Glass cleaner | Windex ammoniated glass cleaner for windows. |
| Xcelente | General purpose | General purpose pleasant scent for mop water cleaning. |
| AIRX 80 | carpet | Sanitizing carpet cleaner and odor control. |
| Carpet defoamer grainger |  | Use to prevent high suds from clogging up the floor scrubbers and carpet extractors. |
| Spitfire | graffiti | Mostly used on heavy and hard to remove graffiti. |
| Misty solvent spot remover | stains | Use on hard to remove stains on furniture fabric. |

1. **APPENDIX B: EQUIPMENT**

Pliny Keep

Facilities Manager, Whatcom Community College

2.2.2018