



Loyalist College - Green Housekeeping Initiative

Prepared by: Grant Brummell – Supervisor/Facilities Services

INDEX

1. Statement of Purpose	2
2. Objectives	2
3. List of Acceptable Cleaning Products	2,3
4. Employee and Contractor Obligations.....	3
5. Green Housekeeping Training.....	3
6. Green Housekeeping Best Practices.....	4,5,6,7,8

APPENDICIES

Appendix 'A' Hunt Brothers Green Office Cleaning Training Program

1. Statement of Purpose

The purpose of this initiative, is to maintain a clean and safe environment for the College community in which to work and study, by utilizing “**Green Seal or Ecologo Certified Cleaning Products and Practices**”, and to protect the health of the College occupants by reducing their exposure to potentially hazardous chemical contaminants that may adversely impact air quality and the natural environment.

2. Objectives

1. Outline a list of designated “Green Seal (GS-37) or Ecologo Certified” cleaning products.
2. Outline employee and contractor obligations as they relate to our Green Housekeeping Initiative.
3. Provide written training material to educate employees and contractors on the requirements of our Green Housekeeping Initiative.
4. Outline the Green Housekeeping Best Practices that have been adopted for implementation.

3. List of Acceptable Cleaning Products

The Green Housekeeping Initiative mandates the use of cleaning products that meet the requirements of Green Seal Standard GS-37, or are Ecologo Certified.

The following products are acceptable:

From Dustbane:

1. Excelsior – Floor Cleaner, Ecologo Certified – CCD-146
2. Azure - Glass Cleaner, Ecologo Certified – CCD-146A
3. Quat Plus – Disinfectant, Ecologo Certified – CCD-146A
4. Polar - Crème Cleanser (toilets), Ecologo Certified – CCD-146J
5. Emerald – degreaser, Ecologo Certified – CCD-146E
6. Oxy DST – general cleaner, Ecologo Certified – CCD-146

Other products that meet the requirements of Green Seal GS-37 or the Ecologo Certified Standards may be added on a case by case basis, as needed.

4. Employee and Contractor Obligations

All employees and contractors are required to adhere to our “Green Housekeeping Initiative”. The key elements of the initiative are the “Green Housekeeping Best Practices” outlined in Section 6 of this document. The initiative also mandates the use of cleaning products that meet the requirements of Green Seal GS-37 or Ecologo Certified Standards. For a list of acceptable products, please refer to Section 3.

5. Green Housekeeping Training

The College will support the implementation of this “Green Housekeeping Initiative” by making certain that the contract service provider is providing written training materials to all of their employees and contractors. We will also engage in continuous improvement in green housekeeping performance by continual monitoring of the Initiative, the staff training, and by continually searching for and adapting new green products to help in complying with our environmental responsibilities. Additional information regarding training may be found in Appendix ‘A’ - Hunt Brothers Green Office Cleaning Training Program.

6. Green Housekeeping Best Practices

6.1 General Requirements

- 6.1.1 Perform housekeeping activities on a daily basis.
- 6.1.2 Conduct routine maintenance according to the Operations and Maintenance Manual.
- 6.1.3 Plan for possible accidents such as common spills, water leaks, and/or weather-related problems.
- 6.1.4 Wear protective gloves and goggles when mixing or using strong cleaners.
- 6.1.5 Establish work schedules to minimize exposure to the building's occupants (e.g. the majority of the cleaning is to be done in the evening, after regular hours).
- 6.1.6 Minimize chemical, particle and moisture residue when cleaning.
- 6.1.7 For all major cleaning operations, inform the building's occupants when intense cleaning operations are scheduled and provide any other information that may be applicable.
- 6.1.8 Conduct a by-monthly baseline review of the building. Seek out situations, sources and / or conditions that may contribute to pollution.

6.2 Entrances and Lobbies

- 6.2.1 Provide walk-off mats, grates and/or other devices used to remove soil from foot traffic. Regularly clean these items. When foot traffic is unusually heavy, establish a specific protocol for handling.
- 6.2.2 Use mild cleaning products for regular daily cleaning and stronger cleaning products for weekly deep cleaning.
- 6.2.3 Vacuum daily with strong suction, tight filter, rotating brush machines. Vacuum low-traffic areas with four back and forth strokes

and high-traffic areas with ten strokes. Vacuum high-traffic and prominent areas throughout the day.

- 6.2.4 Do not saturate carpets. Too much water can damage carpets and create an environment for the growth of bio-contaminants.
- 6.2.5 Deep clean using a carpet extractor no more than twice annually. Be sure to check the manufacturer's warranty before cleaning.
- 6.2.6 Use carpet spot removal products only when absolutely necessary.
- 6.2.7 Dust mop hard floors frequently.

6.2.7.1 **For hard floor stripping:**

- 6.2.7.2 Strip floor finish only when necessary and refinish only areas where surfaces are worn.
 - 6.2.7.3 Minimize the amount of floor finish strippers that is used.
 - 6.2.7.4 Add as much water as possible when mixing the stripper.
 - 6.2.7.5 Use proper ventilation, i.e., open windows and fans and do not dispose of stripper products outside.
- 6.2.8 To minimize tracking and to prevent stains, address spills on hard floors and carpets immediately.

6.2.9 **Stairs and Elevators**

- 6.2.9.1 Clean frequently to prevent the spreading of pollutants.
- 6.2.9.2 Clean carpet and hard surfaces frequently to prevent the spreading of pollutants.
- 6.2.9.3 Do not use landing or stairs as storage areas.
- 6.2.9.4 Offices, Work Spaces, Retail Stores, to hold the dust, use a damp or treated dust cloth rather than a feather duster.

6.2.9.5 Regularly dust and clean walls.

6.2.9.6 Regularly clean carpet and hard surfaces.

6.2.9.7 Using a disinfectant cleaner, clean telephones, door knobs, light switches and other surfaces that regularly come in contact with hands.

6.2.9.8 To improve lighting, clean windows and light fixtures.

6.2.10 **Washrooms, Restrooms and Shower Areas**

6.2.10.1 Check floors for standing water that can create slippery conditions and bio-contamination.

6.2.10.2 Ensure that floor drains are functioning properly

6.2.10.3 Daily (minimum) cleaning is required for the following tasks

6.2.10.3.1 removal of trash and replacing can liners

6.2.10.3.2 refilling dispensers

6.2.10.3.3 dusting high surfaces

6.2.10.3.4 cleaning showers with a non-acid soap remover

6.2.10.3.5 cleaning mirrors and other glass surfaces

6.2.10.3.6 cleaning walls, ceilings, partitions, doors, and light switches

6.2.10.3.7 disinfecting all surfaces and fixtures

6.2.10.3.8 cleaning all floors with a wet mop and cleaner/disinfectant

6.2.11.1 **Weekly cleaning should include the following:**

6.2.11.1.1 removal of graffiti

- 6.2.11.1.2 cleaning stained toilet bowls
- 6.2.11.1.3 removing shower tile deposits
- 6.2.11.1.4 cleaning air vents in shower areas

(Use mild products for regular daily cleaning and use stronger products for weekly deep cleaning only.)

(Use acid cleaners only to remove stubborn stains. Do not mix acids with bleach.)

For bacterial removal, the following practices are required:

- Unless surfaces are in good condition, clean them and then use a separate disinfectant.
- Select products that contain the specific EPA-registered ingredients needed to destroy the germs within the building.
- Dilute disinfectants according to the manufacturers' directions.
- Leave the disinfectant in place for ten minutes.

6.2.12 **Pest Control**

- 6.2.12.1 Eliminate all sources of food, e.g., scraps from the eating areas.
- 6.2.12.2 Keep waste in tight containers and away from the building.
- 6.2.12.3 When necessary, add physical barriers to prevent pest entry.
- 6.2.12.4 Inspect and monitor pest population sites. (Modify their living habitats by removing clutter)
- 6.2.12.5 When traps are required, use light traps, glue boards and snap traps.
- 6.2.12.6 When chemical pesticides are necessary:

- use only licensed pesticides companies
- schedule pesticide application for unoccupied periods and notify occupants in advance
- Select pesticides to minimize toxicity to humans and non-target species
- Apply only in targeted areas with minimum application to exposed surfaces.

6.2.13 **Appropriate Sanitary Products**

- 6.2.13.1 Purchase toilet paper, paper towels, plastic trash bags and other sanitary products that contain high amounts of post-consumer recycled content.

Appendix 'A' Hunt Brothers Green Office Cleaning Training Program

DUSTBANE'S GREEN OFFICE CLEANING PROGRAM



Dustbane Products Limited

Cleaning Equipment Required

- Service cart
- Microfibre cloth (blue and Green)
- 24" dust mop
- Garbage Bags
- Spray Bottles with Quat Plus germicidal solution
- Spray bottle with Emerald Degreaser
- Polar cream cleanser
- Spray bottle with Azure glass cleaner
- Vacuum Cleaner
- Dustpan
- Dustmop
- Bannister brush
- Gloves
- Mop and Bucket for Excelsior Detergent

Green Cleaning of Offices

- When possible, the cleaner should have their service cart fully stocked with all the supplies necessary to do the job.
- A pattern needs to be developed so nothing will be forgotten. Following are procedures which can be followed to be efficient and effective for the cleaning of offices.

PROCEDURES

- Empty garbage and replace bags. Where possible, ensure that the recyclables are in the proper containers and remove non-recyclables into proper disposal containers.
- Dust/wipe vertical and horizontal surfaces including vents, picture frames, widow ledges, fixtures etc...with a duster and/or wipe with a blue microfibre cloth and Quat Plus.

PROCEDURES (cont'd)

- Wipe down telephones and other desk top equipment with a blue microfibre cloth and Quat Plus.
- Wipe down exposed desk/counter areas with a blue microfibre cloth and Quat Plus
- Spot clean doors and walls with a blue microfibre cloth and Emerald
- Spot clean glass and frames with a green microfibre cloth and Azure, dust high corners.

PROCEDURES (cont'd)

- Wipe clean elevator doors/cabin using a blue microfibre cloth with Azure. Vacuum tracks.
- Drinking Fountains/sinks- Using microfibre and Quat Plus germicidal detergent, wipe outside and inside surfaces of each sink, taps, and pipes. Use Polar cream cleanser on stains and taps. Wipe dry with appropriate microfibre cloth.

PROCEDURES (cont'd)

- Vacuum floors and spot clean carpeting and mats as per carpet care procedures
- Clean floors as per Floor care procedure
- Inspect the area to ensure all work has been completed

GREEN WASHROOM CARE PROGRAM



Dustbane Products Limited

Green Cleaning of Washrooms

- When possible, the cleaner should have a cart that can be taken into the washroom stocked with all the supplies necessary to do the job. If the cleaner must continue to go in and out of the restroom in order to get supplies, important cleaning time is being taken away.
- A pattern needs to be developed so nothing will be forgotten. Following are procedures which can be followed to be efficient and effective for washroom care.



PROCEDURES

- Flush toilets, then squirt Polar Cream Cleanser under lip of bowl.
- Replenish toilet tissue dispensers. The bottom sheet of the added supply should fold inside the top sheet of the existing supply so it will draw properly.
- Replenish hand towels. Fold in properly. If roll type is used, roll must be inserted with feed from the bottom of the roll.
- Replenish soap dispensers with Tradition or Tradition Plus and ensure each dispenser is working properly. Wipe outside with Quat Plus, then wipe dry.
- Replenish any other dispensers (toilet seat covers, sanitary napkins, etc.)

PROCEDURES (cont'd)

- Hand pick litter and place in waste receptacles into service cart.
- Empty waste receptacles into service cart bag. Place receptacles out of way for floor cleaning.
- Using microfibre and Quat Plus germicidal detergent, squeeze out excess solution, then wipe all horizontal surfaces above the floor, paying particular attention to tops of partitions, cubicle doors and glass shelves (wear rubber gloves)
- Using a dedicated microfibre with Quat Plus germicidal detergent, wipe the outside of each toilet bowl and both sides of each toilet seat. Leave seat damp and in the upright position.

PROCEDURES (cont'd)

- Using microfibre and Quat Plus germicidal detergent, wipe the outside of each urinal and polished metal. Wipe metal dry.
- Using microfibre and Quat Plus germicidal detergent, wipe all outside and inside surfaces of each sink, taps, and pipes. Use Polar cream cleanser on stains and taps. Wipe dry with paper towel.
- Using Azure glass cleaner with a squeegee or microfibre towel, clean all mirrors and mirror frames and stainless steel fixtures.
- Using Quat Plus germicidal detergent, spot clean walls, light switches and partitions. Pay particular attention to splash marks near sinks.

PROCEDURES (cont'd)

- Use a bowl brush (wear rubber gloves) to scrub inside bowl of each toilet. Be certain to include under lip. Flush toilet – leave seat up.
- Use bowl brush and Polar cream cleanser to clean inside each urinal. First remove debris i.e. cigarette butts, gum, etc. (wear rubber gloves). Flush urinals.
- When all urinals are cleaned, squirt small amount of Quat Plus germicidal detergent in each drain. Do not flush again.
- Dust mop floor and pick up sweepings with dustpan and banister brush.

PROCEDURES (cont'd)

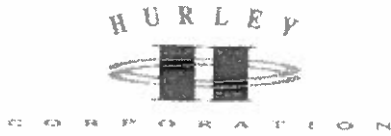
- Damp mop or, if necessary, wash the floor using Quat Plus germicidal detergent. Pay particular attention to corners and areas behind toilets. Remove all splash marks from baseboards, base of toilet bowls and legs of cubicle partitions
- Replace waste receptacles and check total area to ensure everything is in order.
- Periodically, it will be necessary to clean air vents. Use Emerald degreaser for this operation, then wipe dry. It will also be necessary to pour a small amount of Bio Bac Degreaser into floor drains once weekly to prevent odours which can emanate from traps which are allowed to dry out.

Cleaning Equipment Required

- Service cart
- Pail with Quat Plus germicidal detergent solution
- Dry wipers or microfibre
- Bowl brush
- 24" dust mop
- Plastic bags
- Polar cream cleanser
- Spray bottle with Azure glass cleaner (10:1 mix)



- Spray bottle with Quat Plus germicidal detergent solution (80:1 mix)
- Scraper
- Bannister brush
- Dustpan
- Squeeze bottle of Polar cream cleanser
- Rubber gloves
- Hand towels, toilet tissue, hand soap, etc. for dispensers
- Mop head and handle



ATTENDANCE RECORD SHEET

Date: Aug 31, 2010
 Facilitator: Peter Forester (Dustbane)
 Topic: Howtouse Dustbane Training.

Empl. #	Name (Please Print)	Signature	Job Site
	<u>Audra Adams</u>	<u>Audra Adams</u>	<u>Aug 31/2010 Loyalist College</u>
	<u>Tara McGrath</u>	<u>Tara McGrath</u>	<u>"</u>
	<u>Sheron Hamilton</u>	<u>Sheron Hamilton</u>	<u>"</u>
	<u>Lori McCrory (Hamilton)</u>	<u>Lori McCrory</u>	<u>"</u>
	<u>Richard Michaels</u>	<u>Richard Michaels</u>	<u>"</u>
	<u>James Gray</u>	<u>James Gray</u>	<u>"</u>
	<u>Anne Alan</u>	<u>Anne Allan</u>	<u>"</u>
	<u>Viola Brown</u>	<u>Viola Brown</u>	<u>"</u>
	<u>Dave Soble</u>	<u>Dave Soble</u>	<u>"</u>
	<u>Trevor Kissner</u>	<u>Trevor Kissner</u>	<u>Aug 23/2010 Loyalist</u>
	<u>Heather Evans</u>	<u>Heather Evans</u>	<u>Sept. 02, 2010</u>
	<u>Jarid Banks</u>	<u>Jarid Banks</u>	<u>Sept. 02, 2010</u>
	<u>Patrick Dube</u>	<u>Patrick Dube</u>	<u>Sept 2, 2010</u>
	<u>John Swain</u>	<u>John Swain</u>	<u>Sept 02, 2010</u>
	<u>Joanne Garden</u>	<u>Joanne Garden</u>	<u>Sept 06, 2010</u>
	<u>Roy Davis</u>	<u>Roy Davis</u>	<u>Sept. 06, 2010</u>
	<u>Patrick McGrath</u>	<u>Patrick McGrath</u>	<u>Oct 07/2010</u>
	<u>Amber Barnister</u>	<u>Amber Barnister</u>	<u>Dec. 08, 2010</u>
	<u>Shelly Shaw</u>	<u>Shelly Shaw</u>	<u>Jan. 10, 2011</u>
	<u>Angela Delage</u>	<u>Angela Delage</u>	<u>Feb 16, 2011</u>

