

Clemson University Facilities Green Cleaning Policy

I. POLICY SCOAP

This policy covers the following when in control of Clemson University buildings, including rented and leased:

1. Purchasing of the following products:
 - a. Cleaning materials and products
 - b. Janitorial paper products and trash bags
 - c. Hand soaps
 - d. Cleaning Equipment
2. Staff and Maintenance Personnel Training
3. Standard Operating Procedures
4. Occupant Feedback and Continuous Improvement Methods.

II. POLICY GOALS

The goals of this policy are to reduce:

1. The exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants.
2. The environmental impacts of cleaning products, disposable janitorial paper products, and trash bags.

III. PERFORMANCE METRIC

The success of this policy are measured by the overall percentage of cleaning products and materials utilized as compared to the overall amount of products and materials utilized at the facilities. The policy's on going performance metric are to maintain:

1. CLEANING MATERIALS and PRODUCTS
 - a. Purchase all of the total products (by cost) to meet most or all of the sustainability criteria outlined in this policy.
2. JANITORIAL PAPER PRODUCTS and TRASH BAGS
 - a. Purchase all of the total annual purchases of these products (by cost) to meet most or all of the sustainability criteria outlined in this policy.
3. HAND SOAPS
 - a. Purchase all of the total annual purchases of these products (by cost) to meet most or all of the sustainability criteria outlined in this policy.
4. CLEANING EQUIPMENT
 - a. Purchase all of the total annual purchases of these products (by cost) to meet most or all of the sustainability criteria outlined in this policy.
5. STAFF AND MAINTENANCE PERSONNEL TRAINING
 - a. Have 100% of new employees participate in staff and maintenance personnel training within one (1) month of their starting work.
 - b. Have 100% of existing employees participate in staff and maintenance personnel within one (1) month of revisions to this policy.

IV. PERFORMANCE EVALUATION

The party(s) responsible under Section V (Responsible Parties) evaluate the success of this policy's implementation on an on going basis, by requesting customer surveys. Documents containing the information are retained to support the success of this program.

V. RESPONSIBLE PARTIES

Clemson University's Custodial Services Director has implemented this policy for the Clemson University in coordination with other appropriate internal personnel. The Custodial Services Director has coordinated training, education, and outreach programs throughout the organization, with the aim of promoting and maintaining the goals of this policy.

1. CLEMSON UNIVERSITY CONTACTS
 - a. Custodial Services Director, Tom Jones, Contact Information

VI. PROCEDURES and STRATEGIES

This policy covers all cleaning product(s) and equipment purchased for and utilized at Clemson University by in-house staff. Nothing contained in this policy shall be constructed as requiring the Owner to purchase products that do not adequately meet their intended purpose or exclude adequate competition.

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I. CLEANING MATERIALS and PRODUCTS

- a. Purchase sustainable cleaning materials and products to meet the required standards as outlined.
 - i. General purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes shall comply with Green Seal GS-37.
 - ii. Cleaning and degreasing compounds shall comply with Environmental Choice CCD-110.
 - iii. Hard surface cleaners shall comply with Environmental Choice CCD-146.
 - iv. Carpet and upholstery care cleaners shall comply with Environmental Choice CCD-148.
 - v. Industrial and institutional floor care products such as disinfectants, metal polish, floor finishes, and strippers, shall comply with Green Seal GS-47.
 - vi. Digestion additives for cleaning and odor control shall comply with Environmental Choice CCD-112.
 - vii. Drain or grease trap additives shall comply with Environmental Choice CCD-113.
 - viii. Odor control additives shall comply with Environmental Choice CCD-115.
 - ix. Hard floor care shall comply with Environmental Choice CCD-147.
- b. Purchase cleaning products in the most concentrated form possible.
- c. Products with recyclable packaging shall be given preference over those with non-recyclable packaging.

d. This is a list of our products currently in use:

- i. Amplify High Solids Floor Finish The Butcher Co.
16th Street
Sturtevant, WI 53177-0902
- ii. Bravo Heavy Duty Low Odor Stripper JohnsonDiversey
8310 16th Street
Sturtevant, WI 53177
- iii. Crew Bowl Cleaner The Butcher Co.
16th Street
Sturtevant, WI 53177
- iv. Claire Stainless Steel Cleaner Claire MFG.
- v. Expo Dry Erase Cleaner Sanford N.A. 2711
Washington Boulevard
Bellwood, IL 60104
- vi. Extra Tough Pink Degreaser / Cleaner Georgia Mel-Tex Industries
PO Box 1064 525 W. Doyle Street
Toccoa, GA
- vii. Gleam Pro Chem, Inc.
4420 Bankers Circle
Doraville, GA 30360
- viii. GOJO Green Certified Foam Hand GOJO Industries, Inc.
One GOJO Plaza
Suite 500
Akron, OH 44311
- ix. Gum Remover S.C. Johnson
Professional 8310 16th Street
Sturtevant, WI 53177
- x. Ice Melter Triple S
141 Middlesex Turnpike
Burlington, MA 01803
- xi. Lemon Shine UP JohnsonDiversey
8310 16th Street
Sturtevant, WI 53177
- xii. Look NA Glass Cleaner JohnsonDiversey
8310 16th Street
Sturtevant, WI 53177
- xiii. Lynx Citrus Degreaser Apple Products, Inc.
PO Box 16247
Atlanta, GA
- xiv. Morning Mist The Butcher Co.
16th Street
Sturtevant, WI 53177-0902

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xv. Murphy Oil Soap Liquid	Colgate Pamolive Company 300 Park Avenue New York, NY 10022
xvi. Over Drive Spray Buff	JohnsonDiversey 8310 16 th Street Sturtevant, WI 53177
xvii. Polar Express Ice Melting Pellets	Milazzo Industries, Inc. 1609 River Rd. Pittston, PA 18640
xviii. Premiere Ice Melter	CP Industries 560 North 500 West Salt Lake City, Utah 84116
xix. Strata	The Butcher Co. 16 th Street Sturtevant, WI 53177-0902
xx. Stainless Steel Cleaner Polish	The Butcher Co. 16 th Street Sturtevant, WI 53177
xxi. Sweeping Compound Oil Based	Floor Sweep, Inc. 4239 Joe Street Charlotte, NC 28206
xxii. VOM-IT Control	City State ABC Compounding Co. Inc. PO Box 16247 Atlanta, GA
xxiii. WD-40	1061 Cudahy Place PO Box 80607 San Diego, CA 92138-0607

2. JANITORIAL PAPER PRODUCTS and TRASH BAGS

- a. Purchase disposable janitorial paper products and trash bags to meet the required standards as outlined.
 - i. Janitorial paper and plastic trash can liners shall comply with the EPA Comprehensive Procurement Guidelines.
 - ii. Paper towels and napkins shall comply with Green Seal GS-09.
 - iii. Tissue paper shall comply with Green Seal GS-01.
 - iv. Toilet tissue shall comply with Environmental Choice CCD-082.
 - v. Hand towels shall comply with Environmental Choice CCD-086.
- b. Preference shall be given to janitorial paper products derived from rapidly renewable resources or those made from tree-free fibers.

3. HAND SOAPS

- a. Purchase hand soaps to meet the required standards outlined.
 - i. No antimicrobial agents (other than a preservative) except where required by codes and other regulations (e.g., food service and health care requirements).
 - ii. Industrial and institutional hand cleaners shall comply with Green Seal GS-41.
 - iii. Hand cleaners and soaps shall comply with Environmental Choice CCD-104.
- b. Develop strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.

4. CLEANING EQUIPMENT

- a. Purchase cleaning equipment to meet the sustainability criteria outlined.
 - i. Vacuum Cleaners
 - A. Shall be certified by the Carpet and Rug Institute (CRI) "Green Label" Testing Program for Vacuum Cleaners.
 - B. Shall operate with a sound level of less than 70 Dba.
 - ii. Carpet Extraction Equipment used for restorative deep cleaning shall be certified by the Carpet and Rug Institute (CRI) "Seal of Approval" Testing Program for Deep-Cleaning Extractors.
 - iii. Powered Floor Maintenance Equipment
 - A. Includes electric and battery-powered floor buffers and burnishers.
 - B. Should be equipped with vacuums, guards, and / or other devices for capturing fine particles.
 - C. Should operate with a sound level of less than 70 Dba.

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- iv. Propane-Powered Floor Equipment
 - A. Shall have a high efficiency, low-emission engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size.
 - B. Shall operate with a sound level of less than 90 Dba.
 - v. Battery-Powered Equipment shall be equipped with environmentally preferable gel batteries.
 - vi. Powered Equipment shall be ergonomically designed to minimize vibration, noise, and user fatigue.
 - vii. All Equipment shall be designed with safeguards, such as rollers, or rubber bumpers, to reduce potential damage to building surfaces.
5. STAFF and MAINTENANCE PERSONNEL TRAINING
- a. Establish standard operating procedures addressing how an effective cleaning hard floor maintenance system will be consistently utilized, managed and audited. Specifically address cleaning to protect vulnerable building occupants.
 - b. Develop strategies guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
 - c. Develop requirements for staffing and training of maintenance personnel appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging.
 - d. Provide for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

VII. TIME PERIOD

Clemson University Facilities Custodial services embraced **Green Cleaning** in 2006. This policy took effect on January 1, 2012 and continues with amendments or replacement by a subsequent Green Cleaning Policy as needed.

VIII. TRACKING TOOLS

The policy's on going performance metric are to maintain these, our daily standard operating procedures. As products and equipment change or are discontinued, we will update this document. Therefore no monthly, quarterly or annual reports or summaries are required.

IX. DEFINITIONS

The following definitions shall be used to define specific terms in this policy.

1. GREEN CLEANING:
The use of cleaning products and practices that have less environmental impact than conventional products and practices.
2. INDOOR AIR QUALITY (IAQ):
The nature of air that affects the health and well-being of building occupants.
3. SAFETY DATA SHEETS (SDS):
Detailed written instructions documenting a method to achieve uniformity of performance.
4. POST-CONSUMER FIBER:
Consists of paper, paperboard, and fibrous wastes that are collected from municipal solid waste streams.
5. RAPIDLY RENEWABLE MATERIALS:
Agricultural products that take 10 or less years to grow or raise and can be harvested in a sustainable fashion.
6. RECOVERED FIBER:
Includes both post-consumer fiber and waste fiber from the manufacturing process.
7. STANDARD OPERATING PROCEDURES (SOP)
Detailed, written instructions documenting a method to achieve uniformity of performance.

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8. SUSTAINABLE PURCHASING POLICY:
Gives reference to products that have little negative environmental and social impact throughout their life-cycle, and also gives preference to companies whose products have little negative environmental and social impact.
9. VOLATILE ORGANIC COMPOUNDS (VOCs):
Carbon compounds that participate in atmospheric photochemical reactions (excluding carbon monoxide, carbon dioxide, carbonic acid, metallic carbides and carbonates, and ammonium carbonate). The compounds vaporize at normal room temperature.