

# Green Cleaning Procedure

## 1. GOAL

- a. Cleaning products and materials, including hard-floor and carpet-care products, used at CSUSM shall, when possible, meet the requirements of LEED for Operation and Maintenance's IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Sustainable Cleaning Equipment.
- b. 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.
- c. The goal is to reduce 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.

### Vulnerable Building Occupants

1. To protect vulnerable building occupants, such as pregnant women, children, asthmatics, elderly occupants, individuals with allergies and highly sensitive individuals, is made aware of a vulnerable population within a building, facilities along with the assistance of Risk management will discuss each situation on a case by case basis. CSUSM custodial and services shall use only low/no VOC cleaning products. CSUSM shall perform routine cleaning and floor restoration activities after working hours when the majority of occupants have left the building; the staff shall limit the number of cleaning chemicals used in the building; and they shall maintain a high level of cleanliness thus minimizing the presence.

## SCOPE

a. This Policy and Plan addresses environmental best practices for the cleaning of all the buildings at CSUSM, it addresses purchasing sustainable cleaning, hard-floor and carpet products, and entryway systems; procuring sustainable cleaning equipment; developing and implementing standard operating procedures for effective cleaning; promoting and improving hand hygiene; developing guidelines for handling cleaning chemicals; developing staffing and employee training requirements and establishing procedures for use of chemical concentrates and dilution systems.

Personnel involved with various elements of the green cleaning program shall carry out their tasks according to this policy, and report all relevant activities to their supervisor. To ensure an effective and coordinated effort, the building staff member responsible for overseeing the Green Cleaning Policy and Plan shall review all proposed cleaning activities before implementation.

1. Custodians- Custodians are knowledgeable of and responsible for the hands-on implementation of the department's green cleaning policy. They will implement and follow the cleaning frequencies set forth in the department's SOPs utilizing the prescribed equipment, materials and chemicals. Custodians will utilize a daily check list to insure proper completion of cleaning frequencies and assigned duties

2. Leads- Leads are knowledgeable of and responsible for overseeing the department's green cleaning policy. Supervisors will train and correct custodians as needed- chemical usage, proper equipment use and maintenance. Supervisors will follow up with assigned duties to insure proper cleaning has taken place, following the department's SOPs and to monitor quality of completed tasks. Supervisors will monitor and track supply/chemical/equipment usage.

3. Managers- Managers are knowledgeable of and responsible for overseeing the proper adherence to the department's green cleaning policy. Managers will coordinate and direct leads and employees to meet the needs of the customer and match them with the resources of the department.

## **CLEANING PRODUCTS**

- 243 Green Neutral Cleaner.
- 343 Green Restroom Cleaner.
- 543 Green Glass Cleaner: \$1,604.16 per year
- Green Encapsulating Carpet Extraction Cleaner.
- 255 Green White Board Cleaner.
- Green Hi-Gloss Floor.
- Green Floor Stripper.
- Green Metal Brite Stain.
- Green Paper Towels.
- Green Trash Bags.
- Green Toilet Seat Covers.

CSUSM uses environment-friendly cleaning products and assures that all building occupants are pleased by the quality and zero-effect they have on the environment. Material Safety Data Sheets for all cleaning products are available upon request.

## **ENTRYWAY SYSTEMS**

- a. All entryways and entrances into on campus are equipped with either full walk-off mats; grilles; grates and/ or a walk off mat systems.
- b. Primary Entrance Grilles; Grates and Secondary Entrance Walk-off mats at all primary entrances shall be cleaned weekly or more frequently as needed.
- c. Grates; Grilles shall be vacuumed and surface cleaned daily. Grille/grate wells shall also be cleaned during this process and mopped weekly.
- d. The walk-off mats shall be professionally cleaned on quarterly basis and thoroughly vacuumed onsite on a daily basis. The flooring beneath the mats shall be vacuumed and mopped on a weekly basis as well.

## **HAND HYGIENE**

CSUSM has developed strategies for promoting and improving hand hygiene, including the following:

- a- Hand washing. 4606
- b- Use of alcohol-based waterless hand sanitizers.
- c- Alcohol-based hand sanitizer must be readily provided in public areas.
- d- Hand soaps must not contain antimicrobial agents (other than as a preservative system), except where required by health codes and other regulations.
- e- CSUSM provides hand sanitizing stations at building entrances throughout the campus. This stations are on a monthly PM to assure they are filled properly and in working order.

## **USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS**

- a- Chemical concentrates and dilution systems are used to minimize risk to staff and occupants, and to conserve resources.
- a- Training records certifying each person's specific training dates are documented.