



SAINT LOUIS UNIVERSITY

Policy Name: **Green Cleaning**
Policy Number: FS-003
Version Number: 1.0
Effective Date: August 1, 2011
Responsible University Official: VP-FS

1.0 INTRODUCTION

- 1.1 This policy was established to identify Custodial Services involvement with green cleaning.

2.0 PURPOSE

- 2.1 The Custodial Services Department established this policy to reduce exposure of building occupants and custodians to potentially hazardous chemical contaminants that can adversely impact air quality and the building occupants' well-being. The goal is to minimize and control the health-negative components within the indoor as well as the outdoor environment and practice environmentally conscious cleaning and sanitation procedures.

3.0 SCOPE

- 3.1 In keeping with our vision to maintain the campus effectively, the Custodial Services Department affirms its commitment to environmental stewardship and sustainability that pertains to cleaning and maintaining a clean and healthy environment.

4.0 DEFINITIONS

- 4.1 "Green cleaning can be defined as cleaning that protects health without harming the environment.", Executive order 13101

The federal government has defined "green" and "environmentally preferred purchasing" as "...products and services that have a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose." -- Executive Order 13101 which can be seen at www.ofee.gov/eo/13101.htm.

6.0 PROCEDURE

- 6.1 The Custodial Services Department continually aims to improve its environmental performance by:
- Educating, training, and motivating custodial staff to work in an environmentally responsible manner.
 - Ensuring that all custodial staff are aware of their responsibilities in implementing this environmental policy.
 - Conserving energy, water, and other resources while still providing a clean and sanitary environment.
 - Complying with all relevant current legislation and industry standards.
 - Using cleaning products that meet Green Seal standard GS-37 or products with low-volatile organic compounds (VOC) whenever applicable.
 - Using products that meet EPA standards with high post-consumer recycled content.
 - Using equipment with good filtration.
 - Using concentrated cleaning products when available.
 - Using chemicals that are automatically and accurately diluted using cold water.
 - Using products that are packed with recycled materials.
- 6.2 To ensure the success of our Green Clean Program, green cleaning practices must be shown to our custodians. Basic principles of green cleaning procedures will include, but will not be limited to the following training procedures:
1. The vendors cleaning specifications
 2. Procedures for minimizing particles of dust and chemicals in the air. To achieve this goal, custodians will be trained to apply the cleaner to the cloth rather than spraying the surface to be cleaned.
 3. Proper use of the existing chemical management system that accurately dilutes the cleaning product. This helps in maximizing cleaning efficiency and minimizing waste of the product.
 4. Proper carpet vacuuming, extraction, rinsing and drying. Custodians should empty the HEPA vacuum bags when the bags are three quarters full.
 5. Cleaning touch points such as door knobs, handles, bright work, fixtures and any other common areas in the buildings where occupants come in contact.
 6. Preventative measures such as washing their hands with Green Seal approved hand soap, and also keep equipment clean and well maintained.

7. Preventing cross-contamination by using:

- Proper micro-fiber cloth codes:
 - (1) Red micro-fiber cloth for restrooms.
 - (2) Green micro-fiber cloth for general purposes.
 - (3) Blue micro-fiber cloth for glass surfaces.
- Proper mop pad codes:
 - (1) Yellow micro-fiber pads for finish remover.
 - (2) Green micro-fiber pads will be used dry.
 - (3) Blue micro-fiber pads will be used wet.
 - (4) White micro-fiber pads for finish application.

8. Focusing on entryways inside and out. Trapping and removing dirt and pollutants before they enter the building is the green goal. Custodians will be directed to frequently clean entrances and entryway mats.

- Annual Green Clean training will be performed by the primary vendor and quarterly training will be performed by the supervisor. For new custodians, training will be held by the supervisor.

6.3 All products are used in accordance with recommended cleaning procedures. All product specifications and MSDS are on file with our Green Cleaning Program located in the Assistant Director of Custodial Services office.

Each product has been selected based on it meeting the Green Seal standards and its ability to provide Saint Louis University with clean, safe and healthy buildings. It is the policy of Custodial Services Department that no Custodial Services' staff member may bring into Saint Louis University's work environment any consumer product which is intended to clean, deodorize, sanitize or disinfect, including hand sanitizers, hand soap, cleaning chemicals, wipes or deodorizers (this includes commercial or store bought).

6.4 We will encourage building management, occupants and custodians to develop open lines of communication in order to ensure the success of the green clean program. Creating a green communication line will help building occupants to understand that they are part of the process. The cooperation of building occupants is vital in reaching the goal of maintaining a healthy indoor environment. Building occupants, for example, will be encouraged to notify the custodians of spills, and will also be encouraged to use approved green cleaning chemicals inside of the buildings.

7.0 POLICY VIOLATION

- 7.1 Alleged violations of this policy will be reported to the Assistant Directors of Custodial Service and investigated by the Director. Proven violations will be pursued in accordance with the policies of the University Staff Handbook and Custodial Services guidelines.
- 7.2 After completing Green Clean training, the custodians will sign the Green Cleaning training sheet (enclosure 1) to ensure that Green Clean requirements are met and understood.

8.0 POLICY APPROVALS

- 8.1 Director of Grounds & Custodial Services