

UCLA



**bruin green
cleaning program**

UCLA FACILITIES MANAGEMENT | MAINTENANCE & ALTERATIONS

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INTRODUCTION

In support of UCLA as a primary education, research, and service institution, the Maintenance & Alterations department is committed to fostering an environment conducive to these pillars by meeting today's standards for responsible cleaning and environmental stewardship.



Unlike the traditional industry practices of recent past, green cleaning focuses on products, equipment, and methods that have fewer adverse health effects on their users, building occupants and visitors, and also have a lesser environmental impact than what might have been used before. Through its implementation of a green cleaning program, the department recognizes the importance of upholding the quality of life of each and every constituent of UCLA.

This Green Cleaning Program is comprised of three policies: the [Green Cleaning Policy](#), the [Sustainable Purchasing Policy](#), and the [Sustainable Equipment Policy](#). The Green Cleaning Policy is a set of standard operating procedures for the green cleaning program. These procedures address how an effective cleaning and hard floor and carpet maintenance system will be managed and audited. The Sustainable Purchasing Policy incorporates environmentally friendly cleaning, floor and carpet care, and consumable supplies in the program. Last, but not the least, the Sustainable Equipment Policy ensures that powered janitorial equipment meet established criteria for the program and prescribes their proper use and maintenance.

DEFINITIONS

APPA – An organization that provides information, training, and research for educational facilities professionals to develop and sustain the physical environment of the institutions they serve.

Carpet and Rug Institute – An institution that tests carpet cleaning solutions and equipment. Their CRI Seal of Approval program identifies the effective ones that clean carpet right and protect a facility's carpet investment.

Department – The Facilities Management, Maintenance & Alterations department of UCLA

EcoLogo™ – The mark of Environment Canada's Environmental Choice program. It consists of 3 doves in the shape of a maple leaf.

Green Seal™ – Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global warming and ozone depletion. Green Seal has no financial interest in the products that it certifies or recommends or in any manufacturer or company.

Tool Crib – The Tool Crib is a room where tools and larger equipment are centrally stored, repaired, inventoried, and distributed for use throughout the rest of Facilities Management.

SCOPE

The Green Cleaning Program applies to the custodial services provided by the Facilities Management - Maintenance & Alterations department and its interior cleaning operations of the buildings it maintains. The program applies to the processes involved in the cleaning and sanitizing of all circulation areas, general assignment classrooms, laboratories, offices, conference rooms, restrooms, and recreational areas. Maintenance of exterior areas such as parking lots, grounds, or other hardscape areas is excluded, with the exception of areas directly outside building entryways. Additionally, the program covers floor care equipment, cleaning chemicals and their dilution systems, paper products, automatic deodorizers and plastic bags.

GOALS

The Green Cleaning Program aims to establish and communicate pro-active housekeeping practices that promote a healthy and sustainable environment. These practices, whether they are cleaning methods or procurement standards, ensure that the health of students, faculty, and staff is not compromised by their exposure to potentially hazardous chemicals or pollutants.



Through the program, the department will incorporate environmentally friendly cleaning equipment and supplies where applicable.

These include, but are not limited to:

- Products certified by third-party organizations like Green Seal or

EcoLogo;

- Products with dispensing systems built into the packaging;
- Non-caustic chemicals to prevent exposure, allergic reactions and splash or splatter accidents;
- Products with reduced effluent waste water contaminants (e.g. corrosives, heavy metals, phosphates).
- Equipment that have minimized emissions of air or water pollutants;
- Equipment that operate on a safe, quiet manner.

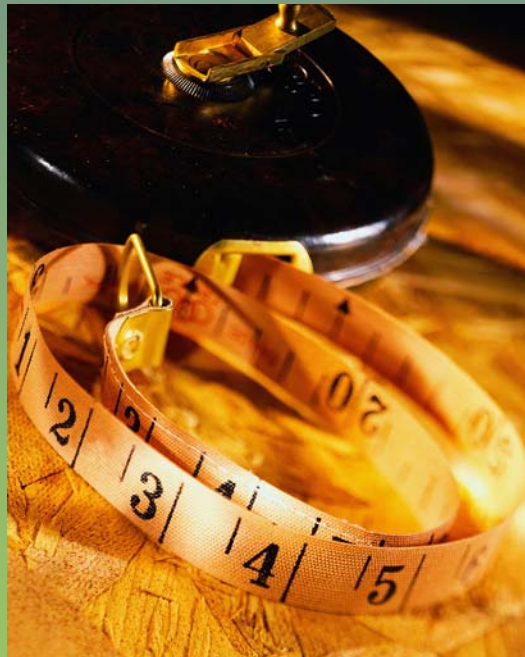
Finally, it also aspires to promote awareness of environmental issues facing members of the university and compel the department to seek and implement pilot programs that showcase innovative methods in cleaning.

PERFORMANCE METRICS

- A level of cleanliness audit must meet a minimum Level 3 or 'Casual Inattention' in accordance with the standards of the APPA Leadership in Educational Facilities' Custodial Staffing Guidelines. The following are the criteria for the cleanliness Level 3 standard:
 1. Floors are swept or vacuumed clean, but upon close observation, there can be stains. A build-up of dirt and/or floor finish in corners and along walls can be seen.
 2. There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
 3. All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
 4. Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.
- At the close of the time period for this program, at least 20 percent by cost of the department's purchases of janitorial paper and trash bag products, cleaning products, disinfectant, and hand soaps must be certified sustainable cleaning products and materials.
- The department must use fewer cleaning products by targeting at least 9 percent reduction of the total number of products listed in the Selected Products in Section 6.2.1 by the end of the time period of this program. This may mean certain products may be used in multiple categories or functions.
- 100 percent of new purchases made after January 2011 of janitorial powered equipment must comply with the criteria established in the Sustainable Cleaning Equipment Policy section of this Green Cleaning Program. For each piece of powered cleaning equipment purchased

during the time period, vendor specification sheets or equivalent showing the equipment complies with the sustainability criteria.

- At the close of the time period for this program, at least 20 percent of janitorial powered equipment (as measured by either the number of equipment items or purchase price) in use within each of the buildings must meet one of the required sustainability criteria other than the equipment safeguard requirement (i.e., rollers or bumpers). The compliant equipment may have been purchased either during or before the performance period.



POLICIES

Green Cleaning Policy



The following is a set of written guidelines or Standard Operating Procedures (SOPs) that govern the department's cleaning procedures, chemical handling and tracking requirements, equipment operation and maintenance procedures, communication protocols, training programs, inspection programs, and record keeping and reporting procedures. These guidelines are available to all cleaning personnel and clients upon request. These SOPs shall be reviewed for possible revisions on an annual basis.

Cleaning Program

- The department will develop and implement a floor maintenance plan, consistent with manufacturers' maintenance recommendations, to extend the life of flooring through routine, periodic, and restorative cleaning operations.
- The department will prepare schedules of routine cleaning operations, project work or activities performed periodically, equipment operation and maintenance, cleaning inspections, and accident

preparedness plans.

- The schedule of cleaning operations will include and detail the minimum frequency required for cleaning and maintaining the area to a level that adequately protects human health and the environment.
- The schedules of cleaning operations will be reviewed at a minimum of twice per year and adjusted as needed in response to the changing needs of the building and its occupants.
- A comprehensive communications plan will be established by the department with the client. The plan shall describe procedures for cleaning personnel to communicate with building coordinators and occupants, as well as a system for providing feedback from them.
- Easily understood directions will be provided to custodial staff in appropriate written languages or in graphic representation for the dilution of chemical cleaning products.
- The quantities of chemicals consumed over time by cleaning operations must be tracked on a quarterly basis.
- The department will use a chemical measuring and dilution control system that limits worker exposure to chemical concentrates while facilitating the proper dilution of chemical concentrates.
- The custodial staff must be fully trained in the safe and effective use of all relevant chemical cleaning products.
- The appropriate technology (coarse spray bottles, automatic chemical dispensers on powered equipment, etc.) must be used

for applying the chemical product in a manner that does not result in overuse and waste of the product.

- Clear directions for the proper rinsing and disposal of used or expended chemical solutions or empty chemical containers will be provided to the custodial staff.
- The department will reduce, minimize, or eliminate the need for using cleaning chemicals wherever possible.

Powered Equipment Use

The following requirements address the use of powered janitorial equipment to maximize the effective reduction of building contaminants with minimum environmental impact.

- All janitorial powered equipment must meet the standard specifications outlined in the Sustainable Cleaning Equipment Policy.
- Equipment currently in use that does not, at a minimum, meet the specifications will be phased-out.

Equipment Maintenance Program

- Department supervisors must maintain an accurate inventory of their janitorial equipment, including information showing date of purchase and vendor specifications showing the equipment meets the sustainability requirement.
- All powered cleaning equipment in use must be routinely maintained to optimize performance.

- All janitorial equipment must be inspected by the supervisor every quarter to ensure that each piece of equipment operates at a safe and optimum level in accordance with the manufacturer's specifications.
- Results of the inspection must be recorded in a maintenance log, which should be available for review at all times.
- On an annual basis, the department will avail of the expert services of equipment distributors or other third-party specializing in equipment repair to inspect and validate the condition of the equipment.
- Equipment designated for disposal or for repair must be tagged or locked-out and returned to the Tool Crib immediately.

Reducing Solid Waste

- Chemical products and supplies are to be purchased in concentrates or quantities that minimize the amount of packaging and container waste generated.
- All waste items from cleaning operations, including paper, glass, plastics, cardboard, other packaging materials, empty chemical containers, and worn equipment that are acceptable for recycling in the community must be segregated and recycled.
- When working with cleaning towels, cloths, and materials saturated with cleaning products, these materials must be disposed of, rinsed, or placed in a sealable container (i.e., metal flammable rag canister, locking plastic bag, etc.) within 2 hours of use to

minimize evaporation of cleaning product.

- Where feasible and practical, reusable cleaning cloths or microfiber technology will be used in lieu of paper products. Reusable cleaning cloths or microfiber must be cleaned or laundered prior to reuse.

Vacuum Use and Maintenance

The following requirements apply to the use of vacuum cleaners.

- Vacuums must be equipped with the proper filter or bag; the filters shall be changed or cleaned consistent with the manufacturer's recommendations.
- Vacuum bags or canisters must be inspected at least every 2 hours and changed or replaced when half full or when indicated by a bag sensor, if vacuum is so equipped.
- Precautions, such as the provision of Personal Protection Equipment (PPE), must be taken to limit worker exposure to dust and particulate matter when cleaning and replacing bags and filters.

Entryways

- Outside entryways will be kept clean and free of debris through daily cleaning.
- Walk-off matting will be used at both inside and outside building entryways that, at a minimum, meet the following requirements: 6-10 feet of scraper/wiper matting, followed by 6-10 feet of wiper matting, for an overall total of 12-20 feet of matting for every en-

try point to the building.

- Matting must be vacuumed daily or more frequently, if required (e.g., high traffic areas) to prevent migration of contaminants into the building.

Floor Care

Floor care operations covered under the program include those for hard floors (e.g., resilient flooring) and carpets.

Hard Floor Maintenance

- Vacuuming must be performed to remove and contain particulate matter from flooring surfaces, or alternatively, mops equipped with reusable/cleanable collection heads or equivalents are used.
- Hard floors must be cleaned on a predetermined schedule of frequency, and as needed, to restore them to a clean appearance. At a minimum, the schedule for cleaning shall be:
 - Daily for heavy traffic areas, including entrances, corridors, break areas, congested areas, and main passageways;
 - Scheduled, as appropriate, to maintain cleanliness of light traffic areas including conference rooms, administrative offices, auditoriums, and other areas with limited or periodic use.

For periodic maintenance of hard floors:

- Reasonable notice to building coordinators will be provided by the department prior to the commencement of non-routine floor

cleaning operations. The timing and method of the notice shall be established by building coordinators in consultation with the department.

- Periodic maintenance will be performed only if sufficient floor finish exists on the floor surface to protect the underlying flooring from being degraded during the restoration process.
- When floor restoration chemicals are used, they are applied with mop-on or auto scrubber methods rather than spray application.
- Burnishing or buffing equipment used are those with controls or other devices sufficient for capturing and collecting particulates generated during the use of the equipment.

For restorative maintenance:

- Restoration will be performed on an as-needed basis to maintain the appearance and integrity of the floor finish, rather than on a predetermined schedule.
- The area will be ventilated, to the outside if possible, both during and after stripping or floor scrubbing and refinishing operations to ensure adequate ventilation.
- Floor stripping and refinishing will be scheduled to coincide with a period of minimum occupancy.
- Reasonable notice to building coordinators will be provided by the department prior to the commencement of non-routine floor maintenance operations. The timing and method of the notice shall be established by building coordinators in consultation with the department.

Carpet Maintenance

Routine carpet maintenance specifications include the following:

- Carpets will be vacuumed on a predetermined schedule of frequency, and as needed, to restore them to a clean appearance. At a minimum, the schedule for vacuuming shall be:
 - Vacuum daily: heavy traffic areas, including entrances, corridors, break areas, congested areas, main passageways, and primary work or office areas.
 - Vacuum to maintain cleanliness: light traffic areas including conference rooms, administrative offices, auditoriums, media centers, limited access areas, and other areas or spaces with limited or periodic use.

Periodic light carpet cleaning is necessary to maintain carpeted floors. Restorative deep carpet cleaning operations are appropriate when light carpet cleaning is insufficient to clean carpeted areas in heavy use areas. For periodic and restorative cleaning:

- Reasonable notice to building management will be provided by the department prior to the commencement of non-routine carpet cleaning operations. The timing and method of the notice shall be established by building management in consultation with the department.
- Carpet extraction will be performed on an as-needed basis rather than according to a regular schedule.

- Sufficient water must be removed from the carpet and sufficient airflow (e.g., use of blowers, increased outdoor air exchange) must be provided so that the carpet will dry in less than 12-hours when cleaning carpets or performing carpet extraction.
- Carpet extraction will be scheduled to coincide with a period of minimum building occupancy.

Disinfection

For cleaning operations that involve disinfection:

- Disinfection will be performed in areas or on surfaces where pathogens can collect and breed, such as in restrooms or on door handles, bathroom faucets, and other fomites. Disinfectants are used only where required.
- Only EPA-registered disinfectants or EPA-registered disinfection devices will be used for disinfection.
- When using chemical disinfectants or cleaner/disinfectants, product label directions must be followed for the preparation of disinfecting solutions (e.g., dilution rate), and the appropriate disinfecting and cleaning method for the area to be cleaned (e.g., dwell time and whether pre-cleaning is required).

Restroom Care

- Restroom cleaning will be performed from high to low, toward the doorway, with dry cleaning tasks performed prior to wet cleaning operations.

- Surfaces touched by hands (e.g., door knobs, light switches, handles, etc.) must be cleaned and disinfected daily or more frequently as traffic requires.
- Standing moisture from floor and bathroom surfaces must be controlled and removed in a timely manner.
- Restroom cleaning equipment must be used specifically for restroom cleaning only. Restroom cleaning equipment, except powered equipment, must not be used to clean any other areas of the building. Specific situations where it is more efficient and sanitary to clean otherwise are exempt, such as hospital patient rooms with restrooms.
- Bathroom trash liners must be pulled daily at a minimum and the trash receptacle is disinfected.
- Drain traps are filled on a regular basis.

Dining Areas and Break Rooms

- Surfaces used in food preparation and consumption areas must be cleaned and sanitized on a daily basis or as required to protect human health.
- Surfaces that hands touch (e.g., faucet handles, drinking fountains, cafeteria lines) must be cleaned and sanitized daily.
- Waste containers likely to collect food waste must be equipped with a cover, and emptied once per day or when full; cleaned and sanitized daily.

Trash Collection and Recycling

Except for waste containers in food areas and waste containers in restrooms, trash collection criteria for other areas include the following:

- Trash will be removed and liners will be replaced only when they are soiled from wet trash, become broken, or as required; trash will be removed and disposed of before weekends and holidays.
- Trash will be disposed in external, covered containers away from the immediate exterior of the building as possible.

In those situations where a recycling program has been implemented, the department shall play a supporting role by conducting the following activities:

- Food-related recyclables (e.g., soda cans) will be collected and removed from the building as established but always prior to weekends and holidays.
- Recycling areas, including collection containers will be inspected and cleaned as established.

Indoor Plants

- Plant debris, such as fallen leaves and flower petals, will be collected and disposed of.
- The department must advise building coordinators when plants are in direct contact with carpet.

- The department must notify building coordinators of situations where indoor plants are interfering with or compromising cleaning.

Vulnerable Populations

In situations where cleaning operations have the potential to adversely affect any identified members of a vulnerable population:

- Daily cleaning activities will be scheduled appropriately to avoid exposure of vulnerable populations to the cleaning process.
- Alternative cleaning practices will be adopted to minimize or make unnecessary the use of cleaning chemicals.
- Cleaning chemicals will be used in areas only where sufficient ventilation is present to allow chemicals to dissipate before the area becomes repopulated. Additional ventilation will be provided through the use of blowers to enhance the rate of chemical dissipation.
- Cleaning operations will be conducted in a manner that prevents the transfer of impacts to other areas of the building that may contain vulnerable populations.

Communication

- The custodial staff will be provided with proper initial, on-site, or site-specific and annual in-service training. Training will be done in a manner that respects any unique needs of the employee, such as limited English proficiency, physical challenges, or learn-

ing disabilities.

- A system will be in place for custodial staff to provide comments and suggestions about workplace issues or for improvements in the provision of services.
- Presence of pests and any maintenance issues discovered while performing cleaning operations must be communicated to the building coordinators and the Environmental Health & Safety manager in a timely manner.
- Notification will be provided to the building coordinators of any cleaning products used in the building. This includes a list of all chemicals that may be used. It also shall include the name, address, and phone number of the contact person; a statement that the contact person maintains the product labels and Material Safety Data Sheets (MSDSs) of each product used in the building; and information that the label or MSDSs must be available for review upon request.
- Product MSDSs will be provided in a timely manner upon request.
- Building coordinators will be contacted to identify building occupants with special needs or sensitivities (to dust, chemicals, noise levels, etc.) and must have a process in place to work with the department to mitigate the problem.

Training

The custodial staff, including supervisors, Assistant Superintendents and Senior Superintendents shall be trained in the proper handling of chemicals, proper use and maintenance of janitorial equipment, and proper

cleaning procedures.

- Upon hire, custodial staff will be required to undergo initial training on standard operating procedures, the proper sequencing of cleaning steps, and the proper use of personal protective equipment (PPE). This training may occur before personnel are assigned to a facility or it may be conducted at the site, before beginning independent work.
- As part of initial training, all personnel are to be given standard safety training including focusing on reducing and preventing ergonomic injuries and exposure to hazardous materials encountered by the department.
- Site-specific training such as providing specific job-site training focusing on standards for the facility to which they will be assigned. Site-specific training shall cover:
 - Building-Specific Cleaning Plan;
 - Tailored procedural training (e.g., servicing areas for vulnerable populations) based on the Building-Specific Green Cleaning Plan;
 - Hazardous communication standards.
- All custodial staff shall receive continuing training and/or education on an annual basis to maintain knowledge of correct procedures for safety, tools, techniques, and pertinent environmental standards. For new hires, at least 12 hours of this training must be provided upon initial employment, followed by 24 hours of in-service training, continuing education, and/or professional development opportunities on an annual basis.
- Training records shall be maintained on each employee for all

training specified within this program. The documentation shall include topics included in the training, a general outline of information covered, the name and qualifications of the trainer, and the date(s) and duration of the training or courses. For current employees, records shall be retained for two years from their hiring date; records shall be retained for one year for former employees.

Building-Specific Green Cleaning Plan

Building-Specific Green Cleaning Plans that comprehensively describe in detail the methods by which a facility is cleaned effectively while protecting human health and the environment address:

- Cleaning procedure requirements for such special areas as high-traffic areas, dining and food preparation areas, laboratories, and entryways;
- Storage and use of chemicals within the facility, including consideration of proper ventilation, dilution control procedures, adequate security, and proper management of the area;
- Vulnerable populations such as children, asthmatics, and pregnant women.
- Indoor sources of contaminants or pollution, both temporary and permanent, such as building renovations, and new carpet installations;
- Special requirements for operations involving potentially hazardous materials such as the maintenance of floors containing asbestos or compliance with OSHA blood-borne pathogens standards;

- Cleaning in areas with special engineering concerns such those with inadequate ventilation, poor lighting, and restricted access;
- Seasonal or periodic conditions and periods of increased or decreased use (e.g., school vacation closures);
- Special cleaning requirements or conditions that may affect the frequency of cleaning or negatively impact human health or the environment;
- A comprehensive communications plan as established with the client that describe procedures for custodial staff to communicate with building coordinators and occupants, as well as a system for obtaining feedback from building coordinators and occupants;
- A floor maintenance plan that is consistent with manufacturers' maintenance recommendations, to extend the life of flooring through routine, periodic, and restorative cleaning operations;
- Schedule of routine cleaning operations, project work or activities performed periodically, equipment operation and maintenance, cleaning inspections, and accident preparedness plans;
- Schedule of cleaning operations, detailing the minimum frequency required for cleaning and maintaining the area to an acceptable cleanliness level and that adequately protects human health and the environment.
- Schedule of cleaning operations review, which is at a minimum of twice per year and adjusted as needed in response to the changing needs of the building and its occupants.

Sustainable Purchasing Policy

- The department shall use only environmentally preferable products for the following categories of cleaning products and supplies:
 - Multi-purpose cleaners, floor cleaners, bathroom cleaners, glass cleaners, and carpet cleaners;
 - Floor finishes and floor strippers;
 - Odor control;
 - Liquid hand soap;
 - Toilet tissue;
 - Paper towels.
- Products in the categories of multi-purpose cleaners, floor cleaners, glass cleaners, carpet cleaners, floor finishes and floor strippers must meet the minimum requirements of one or more of the following standards (Green Seal or EcoLogo) for the applicable category:
 - Green Seal GS-37 Cleaning Products for Industrial and Institutional Use
 - Green Seal GS-40 Floor-Care Products for Industrial and Institutional Use
 - Green Seal GS-41 Hand Cleaners for Industrial and Institutional Use
 - Environmental Choice CCD-110 Cleaning and Degreasing Compounds
 - Environmental Choice CCD-146 Hard Surface Cleaners
 - Environmental Choice CCD-148 Carpet and Upholstery Cleaners
 - Environmental Choice CCD-112 Biological Digestion Addi-

- tives for Cleaning and Odor Control
 - Environmental Choice CCD-113 Drain or Grease Trap Additives
 - Environmental Choice CCD-115 Odor Control Additives
 - Environmental Choice CCD-147 Hard Floor Care
- Hand soaps meet one or more of the following standards:
 - No antimicrobial agents (other than a preservative) except where required by health codes and other regulations such as food service requirements
 - Green Seal GS-41 Hand Cleaners for Industrial and Institutional Use
 - Environmental Choice CCD-104 Hand Cleaners - Industrial and Institutional
- Disposable janitorial paper products and trash liners must meet the minimum requirements of one or more of the following standards for the applicable category:
 - Plastic trash can liners shall contain a minimum of 10% post-consumer recycled content
 - US EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
 - Green Seal GS-9 Paper Towels and Napkins
 - Green Seal GS-1 Sanitary Paper Products
 - Environmental Choice CCD-82 Toilet Tissue
 - Environmental Choice CCD-86 Hand Towels
 - Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers
- All supporting data must be supplied from the product manufacturers.

Selected Products

In compliance with the established standards of the policy, the following products have been identified for use by the department:

Category	Manufacturer Product	Certification
Multi-Purpose Cleaner	Hillyard Suprox™	Green Seal (GS-37)
Floor Cleaner	Hillyard Super Shine-All®	Green Seal (GS-37)
Degreaser	Hillyard Green Select™ De-greaser	Green Seal (GS-37)
Glass Cleaner	Diversey, Inc. Glance® NA Non-Ammoniated Glass Cleaner	Green Seal (GS-37)
Bathroom Cleaner	Diversey, Inc. Alpha-HP® Multi-Surface Cleaner	Green Seal (GS-37)
Floor Finish	BETCO Green Earth® Prelude Finish & Sealer	Green Seal (GS-40)
Floor Stripper	Diversey, Inc. Freedom SC Floor Stripper	Green Seal (GS-40)
Hand Soap	Evonik STOKO® Refresh Fragrance & Dye Free Foam Soap	Green Seal (GS-41)

Sustainable Equipment Policy

The policy requires that newly purchased janitorial equipment meet the following criteria:

- Vacuum cleaners must be certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level of less than 70 dBA.
- Carpet extraction equipment used for restorative deep cleaning must be certified by the Carpet and Rug Institute's "Bronze Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor machines, including electric and battery-powered floor buffers and burnishers, must be equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with sound level of less than 70 dBA.
- Floor equipment must not be powered by propane.
- Automated scrubbing machines must be equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- Battery-powered equipment must be equipped with environmentally preferable gel batteries.
- Powered equipment must be ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment must be designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

Responsible Party

The operating policies and procedures set forth in this Green Cleaning Program are implemented under the authority of the Maintenance & Alterations Director and under the oversight of the Assistant Director and Senior Superintendents.

The Sustainable Purchasing Policy is implemented in conjunction with the Materiel Management division under the oversight of its Materiel Manager.

Time Period

This policy covers the calendar years 2011 to 2012.

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