

# Green Cleaning

Creating Policies and Programs that Work



# Recognizing a Good Program

- Good internal leadership (internal champion)
- Proper documentation
  - Coffee stained MSDS sheets, one page policies
- Annual review of standards
- Internal training
- Well managed contractors

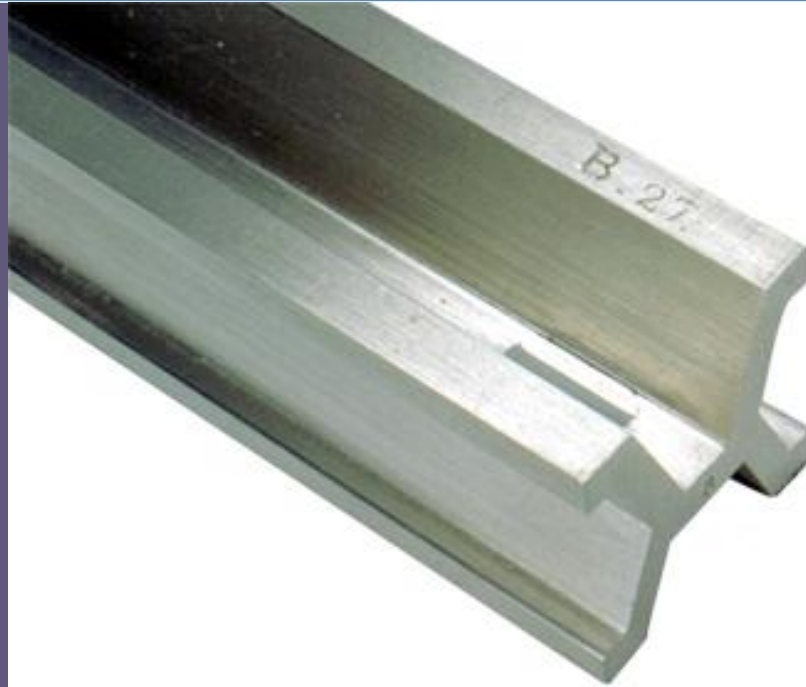
# Changing an Existing Program



# Conduct a Cleaning Audit

- Identify products and proper use
  - Proprietary mixing stations
- List and identify hardware (mixing stations, vacuums, carpet cleaners, etc.)
- Review staffing
- Finding and addressing problem areas

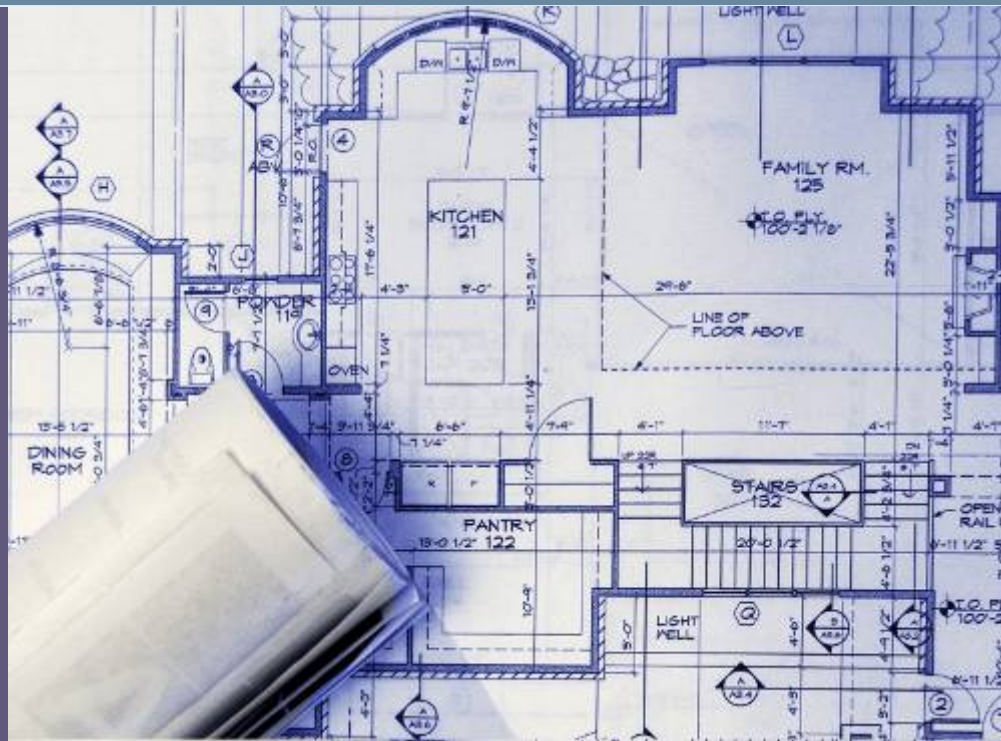
# Standards



# Green Cleaning Standards

- Green Seal
  - GS-1 (1<sup>st</sup> ed., Feb. 1992)
    - Tissue paper
  - GS-9 (1<sup>st</sup> ed., Jan. 1993)
    - Paper towels & Paper Napkins
  - GS-40 (1<sup>st</sup> ed., Nov. 2004)
    - Floor Care
  - GS-41 (1<sup>st</sup> ed., June 2006)
    - Institutional Hand Cleaners
  - GS-42 (1<sup>st</sup> ed., Sept. 2006)
    - Cleaning Services
  - GS-48 (in development)
    - Laundry Care
- Environmental Choice
- Carpet & Rug Institute Green Label
- South Coast Air Quality Board

# Policies & Plans



# LEED EB Policy Model

- Scope
  - Describe the facility management & operations processes, building components, systems, and materials to which the policy applies
- Performance Metric
  - Describe how the performance will be measured and evaluated
- Goals
  - Identify the goals that the building strives to meet by adhering to the policy

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# LEED EB: O&M Policy Model

- Procedures & Strategies
  - Outline the procedures and strategies in place to meet the goals and intent of the policy
- Responsible Party
  - Identify the teams & individuals involved in activities pertaining to the policy
  - Identify & outline key task duties for the above teams & individuals
- Time Period
  - Identify the time period over which the policy is applicable

# Green Cleaning Policy Requirements

- Standard operating procedures how system will be utilized, managed, and audited.
- Products meet Green Seal or equivalent
- Purchase of sustainable cleaning materials, products, and equipment
- Strategy for promoting hand hygiene
  - Washing and using alcohol based hand sanitizers
- Safe storage guidelines
- Staffing and training on hazards, disposal, and recycling
- Occupant feedback
- Continual improvement to evaluate new technologies, procedures, and processes.

# Continuous Improvement

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# Annual Review

- Institutionalize:
  - Policy Review
  - Documentation
  - Training
  - Monitoring of Industry Trends

# Contact

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