**STATEMENT OF PURPOSE**

In order to reduce exposure of building occupants and maintenance personnel to

potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems, the environment and reduce deposition of contaminants in the building, Colby College Green Housekeeping policies and guidelines for the Alumni Building at Mayflower Drive in Waterville, Maine.

The included Training & Implementation program, Performance Level Standards, and

Housekeeping Policies address the commitment of Colby College Custodial Services to utilizing environmentally sound housekeeping procedures and policies through the following management principles:

* A commitment to the continual education of custodial staff
* Cleaning to protect both health and appearance

* Cleaning the building in an integrated manner with the knowledge that cleaning in one area can have impacts on other areas

* Providing frequent, thorough, regularly scheduled cleaning services

* Developing procedures to address accidents – for example, air contamination caused by noxious chemical reactions, spills, water leaks

* Minimizing human exposure to harmful contaminants and cleaning residues
* Minimizing chemical and moisture residue when cleaning

* Ensuring the safety of workers and building occupants at all times
* Minimizing the pollutants that enter the building

* Disposing of cleaning waste in environmentally preferable ways.

**Training & Implementation**

Proper training ensures high levels of quality and is a primary focus of our organization. Training is an ongoing process for all employees – service technicians through upper management – focusing on the consistent quality of service and safety.

* Extensive orientation and training is provided to all new employees.

* Product specific training and supporting training materials provided by

manufacturer, their distributor or a third party.

* Initial training for new managers is provided under the guidance of an

experienced manager.

* Supervisors/managers provided with site specific job descriptions.

* Managers are trained in all aspects of quality service provision including

procedures/precautions associated with service, proper documentation of service, procedures for conducting inspections.

* Training programs utilize a mix of printed materials, visual media, seminars, and conferences.

* Training logs detailing dates, topics and attendees will be maintained

Training Program

|  |  |  |
| --- | --- | --- |
| Training | Duration | Description |
| Orientation/Initial Training | 1st week of  assignment | Job specific tasks and procedures as well  as college/facility policies.  Performance is very closely monitored during initial training |
| Equipment Training | During orientation and before use of new equipment | Proper equipment usage, safety  maintenance and care reviewed with employee |
| Product Usage | During orientation,  reviewed annually  and before use of  new products | Product usage including proper storage, dilution, usage procedures, Personal Protective Equipment requirements and  disposal, |
| Hazardous Communication | During orientation,  reviewed annually | Review of safety and labeling  requirements; MSDS usage and  interpretation training |
| Bloodborne Pathogen  Training | During orientation,  reviewed annually | Proper use of Personal Protection Equipment; potential hazards; risk  assessment/vaccination procedures |

**Product/equipment usage training**

* Manufacturer, their distributor or a third party must offer training or training materials in the proper use of the product/equipment.
* Training or training materials must include step-by step instructions for the proper dilution, use, and disposal of product and the use of equipment.

* A training log detailing dates, topics and attendees will be maintained

* It is desirable that product training and support include (but not be limited to):

* + On-site initial training for the proper use of products/equipment

* + Ongoing periodic training for product/equipment use

* + Support phone number(s) – preferably toll-free – which can be called to receive instructions and assistance on product/equipment use

* Product usage training will include at a minimum (but not be limited to):
  + Hazards

* + Proper use of chemicals, concentrates and dilution systems

* + Maintenance of dispensing/dilution equipment

* + Proper storage and disposal of cleaning chemicals and packaging

**Safety Training**

* A training log detailing safety training dates, topics and attendees will be maintained

* Safety training will include at a minimum (but not be limited to):
* Chemical Hazard Communication
* Material Safety Data Sheet (MSDS) interpretation

* Bloodborne Pathogen Training

* Proper use of Personal Protective Equipment

* Proper lifting and ergonomic precautions

**Housekeeping Policies**

**Approved Products**

The following products have been approved for use based upon meeting the

Product Performance Level Standards of Green Seal Standard GS-37 or California Code of Regulations, Title 17, Section 94509. Copies of certifications are included in Appendix A.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product Name** | **Brand Name** | **Product Code(s)** | **Size(s)** | **Approved Uses** | **Certification** |
| G-Force  All-  Purpose &  Glass  Cleaner | Butcher’s | 4410150;  4410340;  4410110;  3145555 | 1.5 gallon  command  center; 32  ox.  Pipeline;  1gallon;  1.5 l RTD | All purpose cleaner  suitable for wide variety of applications including carpet prespray, carpet  spotting, hard floors (including use in auto scrubber), and spray/wipe cleaning of most washable  surfaces, including  degreasing | GS-37 |
| Look Non-Ammoniated Glass cleaner | Butcher’s |  | 1.5 gallon  command  center; | Daily use Glass Cleaner | GS-37 |
| Morning Mist | Butcher’s |  | 1.5 gallon  command  center; | Bathroom Disinfectant Cleaner for flooring, toilets and bathroom surfaces | CA Code of Regulations  Section 94509 |
| Raindance Neutral Cleaner | Butcher’s | 3145221 | 1.5 gallon command center; | Hard surface floor cleaner (including machine scrubbing) | GS-37 |

**Prohibited Chemicals**

Products must not contain the following ingredients

* Alkylphenol ethoxylates

* Dibutyl phthalate
* Heavy metals including arsenic, lead, cadmium, cobalt, chromium, mercury,

nickel or selenium

* Ozone depleting compounds

**Product Usage Guidelines**

**Usage Training**

* It is mandatory that product manufacturer, their distributor or a third party must offer training or training materials in the proper use of the product. Training or training materials must include step-by step instructions for the proper dilution, use, and disposal of product and the use of equipment.

* A training log detailing dates, topics and attendees will be maintained

* It is desirable that product training and support include (but not be limited to):

* + On-site initial training for the proper use of products

* + Ongoing periodic training for product use

* + Support phone number(s) – preferably toll-free – which can be called to receive instructions and assistance on product use

**Product Labeling**

* The manufacturer label must state clearly and prominently that dilution with water from the cold tap is recommended and shall state the recommended level of dilution.

* The manufacturer shall also include detailed instructions for proper use and disposal and for the use of personal protective equipment.
* It is desirable that products have color coded labels in lieu of dyes and be made with a percentage of post-consumer recycled content

* It is desirable that manufacturers have product labeling systems to assist non-English speaking or illiterate personnel

* Secondary containers must have appropriate labels.

**Chemical Storage**

* Undiluted chemicals should be stored in appropriate designated areas
* Products must be stored in accordance with manufacturer instructions and all federal, state, and local requirements to facilitate product identification and safe use and all containers must have the appropriate labels.

* Storage areas will be secured to allow access only to those qualified and trained in proper use

* Inventory control measures will be used to ensure that only required amounts of product are purchased and over-ordering is avoided

* Products will be rotated so that oldest product is used first

* All wastes, including used packaging and wash solutions should be stored or disposed of in a manner consistent with the label instructions on the cleaning product and with federal, state and local regulations

**Measuring/Diluting Concentrated Products**

* Use appropriate Protective equipment when mixing concentrated cleaning

products

* Follow manufacturer’s dilution direction. Do not under- or over- dilute

concentrated cleaning products

* Make sure that spray bottles and other secondary containers have appropriate labels.

* Never mix different cleaning products together

**Equipment Guidelines**

**Equipment Standards**

The following standards will guide cleaning equipment selection:

* Vacuum cleaners that meet the requirements of the Carpet & Rug Institute Green Label Program and are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70dBA.

* Hot water extraction equipment for deep cleaning carpets that is capable of removing sufficient moisture such that carpets can dry in less than 24 hours.

* Powered equipment that is ergonomically designed to minimize vibration, noise and user fatigue.

* Equipment that has rubber bumpers to reduce potential damage to building

surfaces.

**Equipment Maintenance**

* A log will be kept for all powered housekeeping equipment documenting:

* + the date of equipment purchase

* + all repair and maintenance activities

* + Vendor specification sheets for each type of equipment in use.

**Cleaning Procedure Guidelines**

**Dusting and Dust Mopping**

* Use wide area vacuums fitted with appropriate bags/filters, as much as possible

* Use lint free dusting cloths or a vacuum – feather dusters should not be used

**Entryways**

* Clean entryways beginning outside the building

* Use walk-off matting/grates outside and inside entry as appropriate. Vacuum or sweep clean mats frequently, especially during inclement weather

* Make sure mopping solutions are kept clean using only the correct amount of cleaning chemical. Do no overuse concentrated cleaning chemicals – mix

concentrated chemicals according to manufacturer instructions. Remake as

necessary and dispose spent solution appropriately

* Periodically clean under entry mats and grating systems to reduce the potential for moisture buildup leading to bacterial and fungal growth.

**Carpet Care – General Guidelines**

* Ensure that vacuums are in good working order using appropriate bags and/or filters.

* Vacuum bags should be emptied or replaced when half full. Dispose properly.

* Clean up spill while they are still fresh

* Minimize the amount of moisture used during cleaning

**Carpet Care - Extraction Cleaning**

* Minimize the amount of cleaning chemicals. Excess chemicals result in rapid re-soiling.

* Use appropriate functioning equipment that will maximize the amount of water being extracted from the carpet to minimize moisture and potential for mold, mildew and bacterial growth.

* Increase ventilation, open windows if weather and facility policies allow, and use fans to dry carpet quickly. Carpets should be completely dry within 24 hours.

* Dispose of cleaning solutions properly

**Food Areas: Cafeterias, Breakrooms, Etc.**

* Clean and sanitize floors, tables, etc. using approved products.

* Separate recyclables from trash and make sure recyclable areas are kept clean in order to not attract pest

* Make sure that waste containers are covered and emptied frequently

**Restrooms**

* Make sure sanitizing and disinfecting solutions are prepared and used properly (i.e. dwell time) and remix as required

* Frequently clean surfaces that hands touch to eliminate the spread of germs (i.e. door knobs, light switches, handles, etc.)

* Frequently eliminate moisture

* Keep floors dry to eliminate slip falls and the build up of bacteria, mold and mildew

**Spills**

* Clean spills while still fresh

* Use the proper cleaning solutions and use only what is necessary

* Dispose properly
* Ensure that building occupants know whom to contact in case of spills

**Trash**

* Ensure that trash, especially trash which contains food waste, is removed

Frequently, and is not left in building over an extended period of time (i.e. weekends or holidays)

* Dispose properly and ensure that trash does not attract pests, birds, etc. nor create litter.
* Make sure that trash and recyclables are being separated properly