



**SEATTLE  
UNIVERSITY**

# **Guidelines for Green Cleaning**

**May 2009**

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# SEATTLE UNIVERSITY

## Seattle University

### Green Cleaning Policy and Purpose

Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world. In keeping with this mission, this "Green Cleaning" policy was written as a commitment to practice environmentally conscious cleaning and sanitation procedures. This commitment includes cleaning solutions, practices, equipment and goals for personnel training.

Seattle University continually aims to improve its environmental performance by:

- Educating, motivating, and expecting custodial staff to work in an environmentally responsible manner.
- Ensuring that all custodial staff members are aware of their responsibilities in implementing this environmental policy.
- Conserving energy, water, and other resources while still providing a cleaned and sanitary environment.
- Complying with all relevant current legislation and industry standards.
- Using cleaning products that meet Green Seal Standard GS-37 and/or products with low levels of volatile organic compounds (VOC) as established in the California Code of Regulations, Title 17 Section 94509, VOC standards for cleaning products.
- Having a goal to use products, including paper, that meet EPA standards with high post-consumer recycled content.
- All new power equipment shall meet the standards established in Section 3.3 of Green Seal GS-42 Environmental Standard for Cleaning Services and shall be maintained according to that standard.
- Eliminating phosphates and aerosol products.
- Using concentrated cleaning products when available.
- Using chemicals that are automatically and accurately diluted using cold water.
- Using products that are packaged with recyclable materials.

Signed by:

Michael Kerns  
Associate Vice President, Facilities  
Seattle University

Date:

5/6/09

## **ROLES, RESPONSIBILITIES, & STAFFING**

The Custodial and Residence Facilities Manager shall oversee the Green Cleaning Program and all cleaning contracts for Seattle University. The Cleaning Contractor's Director of Campus Custodial Services shall report to and work closely with the Custodial and Residence Facilities Manager in the implementation of these Guidelines for Green Cleaning.

Cleaning shall be performed Sunday through Thursday, 3<sup>rd</sup> shift, from 10:00 p.m. until 6:30 a.m. by a team of custodians, each assigned to a section. In addition, five custodians shall work the first shift (8:00 a.m. – 4:30 p.m.) Monday through Friday. Three of the five custodians are assigned to specific high traffic buildings (Law School, Student Center, and Connolly Center) and two circulate through the remaining campus buildings emptying and removing trash and recyclables; cleaning and restocking restrooms, food service areas, and common areas throughout their shift. For the second shift there are three custodians assigned ranging from 2:00PM to 11:30PM. Of the three custodians, two are assigned to specific buildings and one circulates through the remaining campus buildings. Similar staffing is assigned during weekends in order to meet the needs of students, building use, events, and athletic programs.

## **PERFORMANCE MEASUREMENT & QUALITY ASSURANCE**

Seattle University's Custodial and Residence Facilities Manager requests feedback on the campus-wide Green Cleaning Program through Archibus <http://www.archibus.com> which is a web-based Computerized Maintenance Management Software (CMMS) system. Upon completion of a cleaning work request, Archibus sends a survey form to the originator of the work request to measure their degree of satisfaction of the work performed. Any surveys with negative feedback or suggestions are reviewed and followed up on promptly.

In addition to the Archibus satisfaction surveys, the Custodial and Residence Facilities Manager reviews an in depth annual survey completed by students that rate the facilities on cleanliness, lighting, room temperature and comfort. The Custodial and Residence Facilities Manager also attends weekly campus departmental meetings with other divisions to continuously gather feedback to improve upon practices.

## **GENERAL CLEANING GUIDELINES**

### **EQUIPMENT USE AND STORAGE**

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All newly-purchased powered janitorial equipment shall meet the criteria listed in *GS-42, Green Seal Environmental Standard for Cleaning Services, First Edition, September 1, 2006* and all future editions. See Resources for link to website. Cleaning service providers shall plan for the phase-out of equipment that does not meet the following specifications:

- Vacuums and indoor powered carpet/floor maintenance equipment shall operate at less than 70 dBA and meet the appropriate CRI standard ([www.carpet-rug.com/](http://www.carpet-rug.com/)).
- Floor maintenance equipment must be able to capture and collect particulates.
- Propane-powered equipment must have appropriate low-emission engines and catalytic and exhaust monitoring systems.
- Powered scrubbing machines must provide variable rate dispensing of cleaning fluids to optimize their use.
- Equipment shall be inspected daily by the respective custodian.
- Equipment shall be maintained according to manufacturer's recommendations.
- Records of repairs and maintenance shall be kept in a log.

## **GREEN DUSTING, DUST MOPPING, AND VACUUMING**

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Dusting generates airborne pollutants that can pose a health hazard. Use lint-free dust cloths (such as micro-fiber) folded and refolded when full of soil. Lightly wet them to hold onto dust. Minimize the use of dusting chemicals. If you need to use them, use only water-based.

Select a dust mop with a micro-fiber cloth surface or treat it first with a water-based cleaner using the correct amount of chemical in the mopping solution. Follow the label directions.

Use wide-area vacuums with hard floor attachment certified by the Carpet and Rug Institute (C&RI). See [www.carpet-rug.org/about-cri/cri-signature-programs/vacuum-list.cfm](http://www.carpet-rug.org/about-cri/cri-signature-programs/vacuum-list.cfm). The vacuums should be fitted with filters certified by the CRI's Green Label Program, and/or use HEPA filters. Use high-efficiency vacuum bags that allow a maximum of three microns through the bag. These are more expensive, but don't allow dust and particles to escape back into the environment. Avoid using traditional feather dusters and where ever possible use electrostatic or microfiber dusters or dust cloths. Dispose of captured material, or empty bags, before half full.

## **RECYCLING, COMPOST AND TRASH PROGRAM**

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The Cleaning Contractor shall ensure the integrity of Seattle University's recycling, compost and trash program by making sure custodians transport each type of waste to the appropriate container.

## **GREEN CLEANING PRODUCTS**

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Seattle University shall select cleaning products that meet Green Seal certification requirements. See the website [www.greenseal.org/findaproduct/index.cfm](http://www.greenseal.org/findaproduct/index.cfm) for an up-to-date list of Green Seal-approved products and supplies.

### **Use concentrated cleaning products**

Read labels and other product information, and observe all safety precautions and mixing directions. Use protective equipment when mixing concentrated cleaning products. Follow the manufacturer's directions to ensure using the proper strength of cleaner for the job and never mix different cleaning products together.

### **Avoid products that contain the following:**

- Chlorinated compounds (such as trichloroethane or methylene chloride)
- Aerosols (mist particles easily enter the lungs and bloodstream; pressurized containers can be hazardous)
- Petroleum distillates (found in furniture polishes and solvents; they are flammable)
- Lye or sodium hydroxide (caustic)
- Phenols (found in some germicides; toxic to skin and can cause circulatory collapse if ingested)

### **Hand Washing Products**

No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e. food service and health care requirements) shall be used within the Seattle University Campus. Hand soaps shall meet one or more of the following standards:

- Green Seal GS-41 for industrial and institutional hand cleaners
- Environmental Choice CCD-104 for hand cleaners and hand soaps

## CHEMICAL STORAGE AND DISPOSAL

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Clearly label all products, spray bottles, and other secondary containers with labels provided by the respective cleaning product manufacturer. Do not store solvents, paints, and other fume-emitting materials inside or near the building.

Recommended disposal methods depend on the material you seek to dispose. Properly dispose of leftover “non-green” cleaning products and chemicals by first going to **the King County Hazardous Waste Management Program website’s** Waste Directory to learn what to do with each waste type and find vendors that will handle each:

[www.govlink.org/hazwaste/business/disposerecycle.html](http://www.govlink.org/hazwaste/business/disposerecycle.html)

## EMERGENCY SPILL RESPONSE (SEE [WWW.EHS.INDIANA.EDU/EM/SPILWEB.PDF](http://WWW.EHS.INDIANA.EDU/EM/SPILWEB.PDF))

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**Major Spill** - In the event of a spill which involves the release of a type or quantity of a chemical that poses an *immediate* risk to health; or involves an uncontrolled fire or explosion:

- Evacuate the building by activating the nearest fire alarm.
- Call **911** and the Public Safety Office and give details of the accident including location, types of hazardous materials involved, and whether there is personal injury.

If the accident involves personal injury or chemical contamination, follow the above steps as appropriate and at the same time:

- Move the victim from the immediate area of fire, explosion, or spill (if this can be done without further injury to the victim or you).
- Locate nearest emergency eyewash or safety shower. Remove any contaminated clothing from the victim and flush all areas of the body contacted by chemicals with copious amounts of water for 15 minutes.
- Administer first aid as appropriate and seek medical attention.

**Minor Spill** - In the event of a spill involving the release of a type or quantity of a chemical which does not pose an immediate risk to health and does not involve chemical contamination to the body:

- Notify supervisors and nearby occupants of the accident.
- Isolate the area. Close doors and evacuate the immediate area if necessary.
- Remove ignition sources and unplug nearby electrical equipment.
- Establish exhaust ventilation. Vent vapors to outside of building only (open windows and turn on fume hoods if any).
- Locate spill kit.
- Choose appropriate personal protective equipment (goggles, face shield, impervious gloves, lab coat, apron, etc.) Note: All custodial personnel **MUST** be properly fit tested before using a respirator.
- Confine and contain spill. Cover with appropriate absorbent material. Sweep solid material into a plastic dust pan and place in a sealed 5 gallon container.
- Wet mop spill area. Be sure to decontaminate broom, dustpan, etc. Put all contaminated items (gloves, clothing, etc.) into a sealed 5 gallon container or plastic bag. Take all waste to the designated pick-up area in your building and contact the facilities response center to arrange pick up for disposal.

## TRAINING REQUIREMENTS

New custodial staff shall be trained during an orientation period. Custodians shall attend regular training sessions and on an annual basis, training shall include all training currently mandated by law as well as training that best reflects best practices in the cleaning industry.

<b>Mandated Training Topics:</b>	<b>Cleaning Related Training Topics: (continued)</b>
Green chemicals usage and the cleaning process	Equipment Care & Use Cleaning / Maintenance
Asbestos Awareness	Furniture Cleaning
Blood borne Pathogens	High-Low Dusting
Chemical Handling - Corrosives / General Principles	Kick Plates-Cleaning
Workplace Harassment - Sexual Harassment	Light Fixtures
First Aid - Initial Response / General Office Safety	Office Cleaning
Safety & MSDS-Right to Know (semi-annual)	Dispensers-Proper Stocking
Personal Protective Equipment (PPE)	Restrooms Cleaning
Building Evacuations (Fire & Smoke)(R.A.C.E.)	Dealing with Bugs & Critters
	Stairwell Cleaning
<b>Other Safety Training Topics:</b>	Blinds & Window Sills-Dusting & Cleaning
Target Zero – Benefits of having no injuries	Emptying Trash & Cleaning Containers
Slips, Trips & Falls	Wall Washing
Safety 101	Vacuum Cleaners-Proper Care
Small Spills and Leaks	Water Fountains-Cleaning
Ladders Safety	TACT - Time, Agitate, Chemical and Temperature
The Dirty Dozen - OSHA's Top 12 Violations	Deep Cleaning Concepts
Walking and Working Surfaces	Office Cleaning
Safety Use of Cleaning Products	High-Low Dusting
Power and Extension Cords – Electrical Safety	Furniture Cleaning
Security & Key Control	Custodial Closets-Cleaning & Stocking
	Bulletin Boards-Customer Service / Signs & Posters
<b>Cleaning Related Training Topics:</b>	Custodial Duties
Bright work / Metal polish	Damp Mops & Dust mops – Use, Cleaning, & Storage
Elevators & Tracks	Chalkboard & Whiteboards
Entry Glass & Entry Ways	Alpha HP Multipurpose Cleaner #52
The Custodian’s Role at a University	Hillyard Cleaning Products – Purpose & Use
Carpet Shampoo Methods and Procedures	Waterless Urinals – Cartridge Changing Procedure
Operation of Elevators – Loading Equipment, Materials, & Supplies	Custodial Duties And Job Descriptions
Drinking Fountains – Proper Cleaning Procedure	Hand Washing and Hand Sanitizer
Lock Down of Buildings – Intruder on Campus	Microfiber and Dust Pad Care

Records of training shall be maintained on each employee for all training specified within this Standard. The documentation shall include topics of what was included in the training, including a general outline of information covered, the name of the trainer, and the date(s) and duration of the training or courses.

## **CLEANING GUIDELINES BY AREA**

### **BUILDING ENTRANCES, HALLWAYS AND FLOORS**

Dirt brought into buildings on shoes is a main cause of dirty floors inside buildings. Capturing this dirt at entries with walk-off mats will substantially help to keep floors clean. Floor maintenance shall meet the requirements set forth in GS 42 Green Seal Environmental Standard for Cleaning Services.

#### **Routine**

- Daily vacuum entry mats, heavy traffic areas, primary work or office areas.
- Alternatively, use mops equipped with reusable or cleanable collection heads.
- Vacuum or dustmop all traffic patterns (i.e., walkway areas where most people travel).
- Vacuum or dustmop all visible soil, dirt, paper and food.
- Turn out lights when finished in rooms.
- Damp mop floors weekly.

#### **Periodic**

- Pressure-wash outdoor entries monthly.
- Schedule, giving appropriate notice to building users, to maintain cleanliness: light traffic areas including conference rooms, administrative offices, and other areas with limited or periodic use.
- Perform periodic maintenance only if sufficient floor finish exists on the surface to protect the underlying flooring from being degraded.
- If restoration chemicals are used, do not apply via a spray application.
- Capture and collect particulates generated during the use of buffing equipment.

#### **Restorative**

- Perform restorative procedures only as needed. Schedule during a period of minimum building occupancy.
- Provide adequate notice to building management and adequate ventilation during procedure.

#### **Scrub and Recoating Procedure for Hard Floors (courtesy of WFF Facilities Services)**

1. Place wet floor signs near the project site.
2. Place Do Not Enter signs at entrances to the area
3. Put on gloves and safety goggles
4. Police floor area and remove any tape or gum with putty knife. Then dust mop the floor.
5. Use the proper dilution of cleaner and water in the automatic scrubber solution tank.
6. Place blue scrubbing pad on pad holder and install on automatic scrubber.
7. Keep squeegee up and off the floor.
8. Scrub floor with solution across floor area two times allowing the chemical to dwell on the floor for 10 minutes.
9. Scrub edges and baseboards with doodle-bug and blue scrub pad.
10. Examine floor to make sure all heel marks are removed. Rescrub if needed. Lower the squeegee and pick up all remaining solution with auto scrubber.
11. Drain solution tank on auto scrubber and rinse. If rinsing is required, add an appropriate amount of rinse solution to every gallon of water in solution tank.
12. Scrub floor with rinse solution.
13. Mop base boards with rinse solution and water. Repeat Steps 12 and 13 with plain water.
14. Allow floor to dry for 30 minutes. Take time to rinse out solution and recovery tanks on automatic scrubber.

15. Add floor finish to finish bucket.
16. Press finish mop against wringer basket. Do not wring as this can cause excess foam and bubbles. Allow the mop to drain until it stops dripping.
17. Start 3 inches from wall and frame a section of floor.
18. Divide the floor in sections if too wide to comfortably reach with one mopping stroke.
19. After framing an area, fill in with even mopping strokes making sure not to miss any areas. Use caution to make certain the coating is even and no excessive puddles of finish exist before allowing the finish to dry.
20. Keep area posted until finish is dry. Repeat steps 16-19 for second coat of finish.
21. Clean up equipment and return it to its proper storage location before the end of the work shift.

### **Stripping, Sealing and Refinishing Procedure (courtesy of WFF Facilities Services)**

1. Place wet floor signs near the project site.
2. Place Do Not Enter signs at entrances to the area.
3. Put on gloves and safety goggles.
4. Pick up litter or debris from floor areas and remove any tape or gum with putty knife.
5. Pour appropriate amount of floor stripper into five gallons of water.
6. Place high productivity stripping pad under floor machine.
7. Apply liberal amounts of stripper with mop to floor. Be sure to get up to the edges. Work in small 20-foot long sections. Allow 3 to 5 minutes dwell time.
8. Scrub floor with floor machine back and forth until finish is removed. Re-wet areas with stripper if floor starts to dry out. Protect doorways with Turkish towels so solutions do not run under doorways.
9. Scrub edges using doodle-bug with abrasive pad.
10. Examine floor to make sure finish has been completely removed (reapply stripper and scrub if needed). Pick up solution with a high speed water vacuum or wet-dry vacuum.
11. Apply baseboard stripper to baseboard only if needed. Agitate with scrub pad.
12. Fill clean mop bucket with water and add appropriate amount of rinse solution to water.
13. Flood-rinse floor with rinse/water solution. Mop base-boards and mop out doorway thresholds too.
14. Pick up solution with high speed water vacuum.
15. Damp mop entire floor using clean fresh water. Be sure to use wringer and squeeze the mop well when damp mopping so the floor dries faster.
16. Clean mop and mop bucket, floor machine, pad holder and water vacuum while floor dries. Be sure to wipe down floor squeegee to water vacuum as well.
17. Add appropriate amount of floor finish to mop bucket.
18. Using a clean finish mop, apply a thin coat of floor finish to floor starting 6 inches from the edge on the first coat. Allow proper time to cure. Apply 2<sup>nd</sup> coat starting 3 inches from the wall.
19. Once first thin coat is dry, apply a 2<sup>nd</sup> normal coat of finish. Then when time permits, high-speed burnish.
20. Carefully apply a 3<sup>rd</sup> coat of finish to floor starting one inch from the edge of the first coat. Allow finish to cure. Then high-speed burnish again. Note: Never let wax mop touch base moldings.
21. Maintain floor finish with a coat of a restorer product followed by high-speed burnishing monthly to maintain shine on floors. Your supervisor may determine that a high traffic floor may need this maintenance step more frequently.

## **CARPETS**

Poorly maintained carpets can harbor the growth of mold, mildew and bacteria. Promptly clean up spills. Prompt clean up of spills and flooding prevents the growth of mold, mildew, and bacteria. Carpet not dried and cleaned within 24 hours after initial flooding may be at risk for such growth. If wetted carpet is not dried and cleaned within 24 hours, it may have to be replaced.

The Carpet and Rug Institute has produced a complete guide to carpet cleaning at [www.carpet-rug.com/pdf\\_word\\_docs/CarpetRug\\_Care\\_Guide.pdf](http://www.carpet-rug.com/pdf_word_docs/CarpetRug_Care_Guide.pdf). The Carpet and Rug Institute's list of approved carpet cleaning chemicals is at [www.carpet-rug.com/about-cri/cri-signature-programs/cleaning-solutions-list.cfm](http://www.carpet-rug.com/about-cri/cri-signature-programs/cleaning-solutions-list.cfm).

### **Periodic**

Hot Water Extraction will be done at least annually with interim carpet cleaning ranging from monthly to quarterly utilizing either the bonnet shampoo or the encapsulation methods. Remove sufficient water from the carpet and provide sufficient airflow (via blowers or other increased outdoor air exchange) so that the carpet will dry in less than 12 hours. Provide advanced notice to building occupants and schedule during a period of minimum occupancy.

### **Carpet Extraction Procedure (courtesy of WFF Facilities Services)**

- Pick up litter from area to be extracted.
- Vacuum carpet if dry. Skip vacuuming procedure if carpet is damp or wet.
- Remove walk-off mats to an appropriate location for cleaning.
- Add cleaning solution to sprayer and mix at proper rate.
- Fill Extractor with hot water.
- Pre-spray carpet with cleaning solution making overlapping passes. Keep the nozzle two feet from the carpet.
- Treat spots as required. See guidelines below.
- Extract carpet with appropriate solution making overlapping passes of 4 inches.
- Set carpet drying fans. To reduce the possibility of mold, keep fan on until carpet is completely dry; leave lights on and interior doors connected to the room open.

### **Spot Cleaning Carpets (from [www.crescentcu.com/cleaningtips.html](http://www.crescentcu.com/cleaningtips.html))**

Spot removal technique is more important than the cleaning chemicals used. Here are some important techniques:

- Gently scrape up solids with a spoon or bone scraper, working from the outside of the spot toward the center to prevent spreading.
- Blot the spotted area with a dry white towel or paper towels. Continue blotting the area by pressing firmly with a clean portion of the toweling until there is no further transfer from the spot. Then begin use of spot remover chemicals. NOTE: Do not scrub stains. Scrubbing action can damage the fabric and spread the stain. Use blotting action.
- Never soak upholstery. Over-wetting with cleaning solution or water will make effective cleaning difficult. Messy spills will spread, and soiled water will seep deep into the fabric, cushions and wood frame.
- Test for color fastness: Never pour cleaning solution directly on a spot or spill. Put solution on a white towel and in an inconspicuous area, apply with a blotting action to the upholstery before attempting to remove the spot. If color from the fabric transfers to the towel, do not attempt to remove the spot. Call a professional cleaner for help.
- Finding the color to be fast, continue blotting with the spotting solution as above.

- As long as the color of the stain is transferring to the towel, you are "moving" the spot. Keep at it patiently. However, if the spill will not come out at all - do not persist. Trying many different chemicals will probably make it worse, or create a permanent stain.

## **RESTROOMS**

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Perform restroom cleaning from high to low, toward the doorway, with dry cleaning tasks performed prior to wet cleaning operations. Disinfect areas or surfaces where pathogens can collect and breed including door handles, bathroom faucets, and other surfaces that harbor pathogens. Use restroom cleaning equipment only to clean restrooms.

Follow manufacturer's instructions for use of sanitizing solutions. Use disinfectants only where required. Make sure to maintain sufficient "dwell" time (duration solution is in contact with the surface). In some cases, the shelf life of diluted mixtures is short, so try to mix up only what you need at the time of cleaning, and remix as required.

### **Routine**

Clean restrooms daily from high to low, toward the doorway, with dry cleaning tasks performed before wet cleaning tasks. Follow these steps:

- Remove trash and replace can liners. Disinfect trash receptacle. Tilt large trash containers on their side to remove heavy liners. Remember to bend at the knees, not the waist. Clean inside and outside of receptacle if visibly soiled.
- Refill soap dispensers and restock paper products. Always restock toilet tissue to dispense from the top of the roll. Test power dispensers to make sure the batteries are working. Ask the supervisor for batteries if needed.
- Dust high surfaces; including vents, walls, partitions, ledges, and lights regularly with a microfiber or synthetic high duster.
- Clean toilets & urinals. Bowl brush all toilets and urinals. Swab and then flush to rinse. While rinsing, rub the swab around the edges so that edges get rinsed as well.
- Clean mirrors and other glass surfaces
- Clean touchable surfaces: walls, partitions, doors, & light switches. Spray cleaner on towel and wipe down.
- Remove graffiti
- Disinfect touchable surfaces and fixtures
- Sweep floor dirt and debris into dustpan, or vacuum floor. Place Wet Floor sign prior to wet mopping. Wet mop with a cleaner/disinfectant solution. Mop away from or parallel to the edge of wall. Make sure to get under urinals and counters. Control and remove standing moisture from floor and surfaces in a timely manner. Mop floor daily.
- Change mop solution frequently. At end of shift, rinse mop and turn in for laundering.

### **Periodic**

- Fill drain traps with water.
- Deep clean to remove stains inside toilet bowls and around the base of urinals.

## **OFFICES AND CLASSROOMS**

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### **Routine**

- Unlock and spot clean door and door glass (for offices with doors).
- Turn on light and wipe switch panel.
- Dust horizontal surfaces (overhead ledges, clocks, TVs, computers, projectors, screens, and vents including behind the computer) with a lint-free dust cloth.
- Empty the trash and recycling bins and wipe down the wall behind the container. Tilt large trash containers on their side to remove heavy liners.
- Empty pencil sharpener into trash container.
- Wipe down touchable surfaces with a clean cloth and cleaner. Spray and clean all white boards.
- Clean all chalkboards and trays with a cleaning towel dampened in water. Wipe the board clean. Backpack vacuum or wipe dust from the chalk tray down to the end and empty into a container.
- Wipe down sink areas, desks, cupboard tops and doors and drinking fountains.
- Wipe down phones as needed.
- Hand pick floors (removing large pieces of paper, cans, etc.)
- Clean window glass.
- Vacuum carpet and HVAC vents.
- Dust mop classroom floors. Sweep dirt and debris into dustpan. Be sure to dustmop under open furniture. Wet mop hard floors from baseboards inward.
- Check office furniture and report any needing maintenance or replacement. Arrange all furniture back to its correct place. Adjust blinds.
- Before leaving area, check for open windows and shut them if found. Check for burned out light bulbs and turn out lights before leaving. Report repair and maintenance needs to the supervisor.

### **Periodic**

Deep Hot Water Extraction is recommended at least annually with interim carpet cleaning ranging from monthly to quarterly as needed. The bonnet cleaning method is being phased out and encapsulation method is being phased in. Remove sufficient water from the carpet and provide sufficient airflow (via blowers or other increased outdoor air exchange) so that the carpet will dry in less than 12 hours. Provide advanced notice to building occupants and schedule during a period of minimum occupancy.

## **BREAK ROOMS/ KITCHEN AREAS**

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### **Routine**

- Daily clean and sanitize surfaces in food preparation and eating areas.
- Daily clean and sanitize surfaces that hands touch (e.g., faucet handles, drinking fountains, etc.)
- Clean garbage cans and waste containers inside and out, ensuring they are covered and emptied daily or when full. Clean and sanitize.
- Clean walls behind garbage and recycling cans.

## RESOURCES

1. Carpet and Rug Institute. CRI's current listing of downloadable publications is at [www.carpet-rug.org/about-cri/cri-publications/downloadable-publications.cfm](http://www.carpet-rug.org/about-cri/cri-publications/downloadable-publications.cfm)). FYI, requiring the CRI Label in specs may eliminate certain carpet manufacturers such as Collins & Aikman which exceed CRI standards, but do not use the CRI Label. Recommend using the LEED requirement, "*Carpet systems must meet or exceed the requirements of the Carpet and Rug Institute Green Label Indoor Air Quality Test Program.*"
2. "Environmentally Responsible Carpet Choices," a King County document at [www.metrokc.gov/procure/green/carpet.htm](http://www.metrokc.gov/procure/green/carpet.htm)
3. Green Seal report on Carpet, [www.greenseal.org/resources/reports/CGR\\_carpet.pdf](http://www.greenseal.org/resources/reports/CGR_carpet.pdf).
4. GREENGUARD™ is an independent, indoor air quality laboratory that tests products and materials according to stringent environmental chamber testing protocols and certifies they meet current indoor air quality standards. The GREENGUARD™ web site maintains a listing of all certified products and manufacturers. [www.greenguard.org](http://www.greenguard.org).
5. Green Guard Flooring Standards, [www.greenguard.org/uploads/EmissionsCriteria/GGPS.EC.008.R0.pdf](http://www.greenguard.org/uploads/EmissionsCriteria/GGPS.EC.008.R0.pdf)
6. GS 42 – Green Seal Environmental Standard for Cleaning Services  
[www.greenseal.org/certification/cleaning\\_services\\_gs\\_42.pdf](http://www.greenseal.org/certification/cleaning_services_gs_42.pdf)
7. GS 37 - Green Seal Environmental Standard for General-Purpose, Bathroom, Glass, and Carpet Cleaners Used for Industrial and Institutional Purposes, 4th Edition 8/29/08,  
[www.greenseal.org/certification/standards/GS-37\\_Industrial\\_Cleaner\\_Standard.pdf](http://www.greenseal.org/certification/standards/GS-37_Industrial_Cleaner_Standard.pdf)
8. EPA/NIOSH guidance document *Building Air Quality, A Guide for Building Owners and Facility Managers*, at [www.cdc.gov/niosh/baqtoc.html](http://www.cdc.gov/niosh/baqtoc.html).
9. G/Rated Tech Sheet, *Low Toxic Solutions: Adhesives, Sealants, Primers, and Paints*. Portland Office of Sustainable Development at [www.portlandonline.com/shared/cfm/image.cfm?id=121850](http://www.portlandonline.com/shared/cfm/image.cfm?id=121850).
10. Master Painters Institute, Approved Products List, [www.paintinfo.com/mpi/approved/index.htm](http://www.paintinfo.com/mpi/approved/index.htm)  
Paint products that are rated E2 or E3 comply with LEED requirements.
11. WFF Facilities Services, [www.wffservices.com](http://www.wffservices.com)