

GREEN CLEANING POLICY

SCOPE:

This policy shall encompass all interior cleaning activities related to Building 1059. These activities shall at a minimum address the following:

- Purchase of sustainable cleaning and hard floor and carpet care products.
- Purchase of cleaning equipment that meets the LEED requirement EQ Credits 3.4 – 3.7 and used as defined in the written program “Sustainable Cleaning Equipment”.
- Establishment of standard operating procedures (SOPs) addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed, and audited. Specifically address cleaning to protect vulnerable building occupants.
- Development of strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
- Developments of guidelines addressing the safe handling and storage of cleaning of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
- Development of requirements for staffing and training of maintenance personnel appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal, and the recycling of cleaning chemicals, dispensing equipment, and packaging.
- Provision for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures, and processes.

PERFORMANCE METRIC:

1. Meet the requirements of the “High-Performance Cleaning Program”
2. Maintain a Custodial Effectiveness Assessment score of <3.
3. Show a minimum of 60% of sustainable cleaning products and materials purchased quarterly.
4. Show sustainable cleaning equipment purchases and replacement

GOALS:

Reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants which adversely affect air quality, human health, building finishes, building system and the environment.

PROCEDURES and STRATEGIES:

Low- Environmental Impact Cleaning Policy

This policy requires that the Cleaning Service Provider to develop and document a plan for implementation for low environmental impact cleaning. The purpose is to promote housekeeping practices which will limit hazards to the building occupants as well as maintenance and janitorial staff. The cleaning service provider shall submit a plan for approval to the Complex Facilities Manager and shall provide a quarterly report on cleaning activities indicating problems encountered and corrective actions enacted.

This cleaning policy shall cover:

1. procurement of cleaning materials and agents
2. trash removal
3. restrooms
4. carpeted floor maintenance
5. hard surface floor maintenance
6. general office areas

Sustainable cleaning systems and strategies

1. Provide documentation and specifications on green cleaning strategies.
2. Produce a list of chemical and cleaning equipment to be used to accomplish these strategies
3. Produce a chart identifying the frequency of cleaning of different areas.

Cleaning Procedures

- **Use sustainable cleaning products**
 1. Provide documentation of all cleaning supplies stored and used on premises
 2. Provide products complying with the **Green Seal GS-37** standard
 3. Maintain a log of MSDS data for all supplies being used on premises.
 4. Active Micro fiber technology shall be used to reduce cleaning chemical consumption.
- **Provide and maintain a chemical dispensing system**
 1. Chemical dispensing system shall be located in an area with restricted access.
 2. Personnel shall be trained in the proper use of the dispensing system
 3. Maintain a log of chemical and proper dilutions
 4. Label all containers for chemical and institute measures to avoid cross contamination.
- **Provide proper training of maintenance and cleaning personnel**
 1. Demonstrate proper low- environmental impact cleaning practices
 2. Use and disposal of cleaning chemicals
 3. Emergency procedures to mitigate spills and contamination

4. Maintain a log of personnel training
- **Provide supplies with a minimum ecological footprint**
 1. Any aerosol products shall have a non-ozone depleting propellants
 2. All containers and packaging shall be recyclable.
 3. Provide supplies with minimum packaging
- **Cleaning Products**
 1. All hand soaps shall not contain antimicrobial agents except as required by health codes and other regulations.
 2. Cleaning agents shall contain no ingredients from the Prohibited Industrial Toxic Chemicals based on EPA. A product is considered toxic if any of the following criteria apply:
 - a. Oral lethal dose 50 (LD50) <2,000 mg/kg
 - b. Inhalation lethal concentration (LC50) <20 mg/L
 - c. They contain no carcinogens which appear on lists established by:
 - OSHA
 - EPA Class A, B, or C carcinogens
 - International Agency for Research of Cancer
 - National Toxicology Program
 3. Volatile Organic Compound (VOC) content levels shall not exceed:
 - a. 1% by weight for general-purpose and bathroom cleaners
 - b. 3% by weight for glass cleaners
 4. Products as used must not contain more that 0.5% by weight of total phosphorus.
- **Low-Environmental Impact Cleaning Equipment**
 1. Vacuum cleaners shall meet the requirements of the Carpet & Rug Institute "Green Label" Testing Program- Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70dBA.
 2. Hot water extraction equipment for deep cleaning carpets is capable of removing sufficient moisture such that carpets can dry in less than 24 hours.
 3. Automated scrubbing machines are equipped with variable speed feed pumps to optimize the use of cleaning fluids
 4. Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
 5. Equipment shall have rubber bumpers to reduce potential damage to building surfaces.
 6. Powered maintenance equipment including floor buffers, burnishers and automatic scrubbers shall be equipped with vacuums, guards and /or other devices for capturing fine particulates, and shall operate with a sound level less than 70 dBA.
 7. Maintain a log for all powered housekeeping equipment documenting:
 - a. a. Date of equipment purchase
 - b. b. All repairs and maintenance
 - c. c. Vendor cut sheets

Occupant Feedback

Obtain feedback from building tenants on the effectiveness of the cleaning efforts by the following:

1. Through the Annual Building Occupant Survey requesting feedback on the cleaning effectiveness.
2. Request from all building occupants that email communications be sent notifying the Complex Facilities Manager of any cleaning issues requiring immediate attention.

RESPONSIBLE PARTY

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TIME PERIOD:

- Review activities for compliance with this Sustainable Cleaning Policy on a quarterly basis.
- Review the Sustainable Cleaning Policy with the cleaning staff and procurement personnel and refer to the federal guidelines to determine if any modifications should be made to this Policy.