



Green Housekeeping Implementation Plan

2/5/09

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(Updated by Brian Phalen 2/5/2009)

Introduction

As established in the University of Cincinnati Building Services Mission Statement, “The mission of Facilities Management is to provide safe, healthy, and comfortable services and environments, using service excellence to support the advancement of the university.”

However, the University of Cincinnati actively supports a sense of responsibility that stresses we do more than this. We fulfill our mission in a manner that is sustainable and friendly to both human health and the environment. In keeping with our vision to maintain our buildings effectively, the University of Cincinnati affirms its commitment to environmental stewardship and sustainability, both contained in the ‘Green Cleaning Policy’. This policy requests that building occupants do their part. But Green Cleaning comprises an entire program affecting our choice of cleaning solutions, practices, and equipment, our goals for personnel training, and custodial personnel commitment to practice environmentally conscious cleaning and sanitation procedures.

Purpose

The University of Cincinnati established this policy to reduce exposure of building occupants and custodial personnel to potentially hazardous contaminants including naturally occurring bacteria, viruses, molds, pollens, dusts, soils, chemicals and others that adversely impact air quality or impede occupants’ well-being. In short, we want to create a healthy indoors while minimizing potentially negative impacts on the greater outdoor environment.

Goals and Strategies

Primary Goal: The Primary goal is to reduce the exposure of building occupants, cleaning personnel, and the community at large to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment.

Long Term Goals: Housekeeping’s goal is to utilize all sustainable products. Housekeeping staff are shifting from caustic products to safer, environmentally friendly products such as restroom cleaners and general purpose cleaners. Some sustainable products such as floor finishes are currently not durable. As new products evolve, they will be evaluated and potentially tested on a small scale to confirm performance prior to University-wide utilization.

Short Term Goals: Housekeeping products will be bid by Purchasing during the spring of 2009. Sustainable cleaning products that are currently in-use will be rebid and continue to be utilized. Pricing will be solicited, with the intent of procurement, for paper towels and toilet paper with recycled content and micro-fiber cloths that last longer than conventional cloths. Replacing standard plastic bags with biodegradable bags is also being considered.

Strategies: The University of Cincinnati Facilities Maintenance team has committed to standard operating procedures (SOPs), sustainable products and equipment, chemical handling and storage and staff training and shall continually aim to improve its environmental performance with the following strategies:

- Educating, training, and motivating cleaning personnel to work in a manner that protects health while reducing potentially negative impacts on the environment
- Ensuring that all cleaning personnel are aware of their responsibilities in implementing this environmental policy including the hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging
- Communicating with and receiving feedback from building occupants and visitors to drive continuous improvement, maximize satisfaction and create a healthy, low-impact indoor environment especially as it may affect vulnerable building occupants.
- Conserving energy, water, and other resources (e.g. cleaning and janitorial paper products) while still providing a clean and sanitary environment.
- Complying with all relevant current legislation and industry standards.
- Using cleaning chemicals that meet or exceed the requirements of the U.S. Green Building Council's *LEED for Existing Buildings: Operations & Maintenance Rating System (LEED-EBOM)* including those from Green Seal and Environmental Choice, and are concentrated with appropriate dilution systems to minimize chemical use wherever possible. (*See List of Items Currently in use by University of Cincinnati Housekeeping below*)
- Using janitorial paper products (e.g. hand towels and toilet tissue) and plastic liners that meet or exceed the requirements of the U.S. Green Building Council's *LEED for Existing Buildings: Operations & Maintenance Rating System (LEED-EBOM)* including those from the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines for post-consumer recycled content.
- Using powered janitorial equipment (e.g. vacuum cleaners) that meet or exceed the requirements of the U.S. Green Building Council's *LEED for Existing Buildings: Operations & Maintenance Rating System (LEED-EBOM)* including those that meet requirements of the Carpet & Rug Institute's *Green Label* or *Seal of Approval Programs* for the appropriate product type, quiet and ergonomically designed to reduce the potential for injuries to cleaning personnel.
- Developing strategies to improve occupant wellness to include promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
- Developing guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents. (*See appendix A and B*)
- Housekeeping will continue to monitor the marketplace for sustainable products that work well for the intended purpose.
- Ongoing education and staff training will emphasize sustainability.

Timeline

Short-term goals (bidding) will be accomplished in the spring of 2009. The accomplishment of long-term goals is dependent upon product development and the marketplace

Implementation Action Plan

1. Bid sustainable products during the spring of '09.
2. Continue to monitor the marketplace for effective sustainable products.
3. Utilize sustainable products to the extent that they work.
4. Education and staff training about sustainability and the use of sustainable products is on-going.

Items Currently in use by University of Cincinnati Housekeeping

December 17, 2008

- DEB SBS Aero Blue Foam Soap
- DEB SBS Aero Blue Hand and Body Shampoo
- Mico fiber Cloths for Glass
- Micro fiber Mitt for All Purpose Cleaning
- Micro fiber Mitt for Glass
- Micro fiber Towels
- Eco Scrubber
- Johnson Stride Cleaner
- Alpha HP
- Glance NA
- Mineral Shock
- Grout Safe
- Jumbo Micro fiber Floor Mop
- Green Klean vacuum filter bags
- NSS Charger 2002 DB Burnisher
- Freedom Floor Stripper SC
- KaiBlooney Restroom Cleaner
- Windsor Sensor Vacuum Cleaner
- Auto-scrubber to clean the floors without any chemicals – electrically charged water for cleaning floor surface
- Micro fiber cloths for cleaning and dusting
- HEPA filtration vacuum cleaners
- Recycle containers

SOP Appendix

Facilities Maintenance and Housekeeping Staff complete training programs for cleaning biohazard and chemical spills. Excerpts of the web based training of these Standard Operations Procedures are listed in the attached appendices.

Appendix ABlood borne Pathogens
Appendix BHazardous Communication

University of Cincinnati: EH&S Web-Based Training

Topics

- Asbestos
- Bloodborne Pathogens**
- Compressed Gases
- Confined Spaces
- Electrical Safety
- Falls and Ladders
- Hazard Communication
- Hazardous Waste
- Hot Work
- Lead
- Lockout / Tagout
- Noise
- Powered Tools
- PPE
- Respirators
- SPCC
- Logout

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|--------------|------------|-------------------|-------------------|------------------|------|
| Introduction | Background | Exposure Incident | Protection | Signs and Labels | Quiz |
|--------------|------------|-------------------|-------------------|------------------|------|

Bloodborne Pathogens: Protecting Yourself

The best way to reduce risk is to eliminate the hazard. Many times that is not possible so safe procedures need to be followed. During performance of any *task* which may involve contact with *blood or bodily fluids* the following precautions need to be taken:



1. *Always wear gloves* whenever there is a possibility of contact with blood or bodily fluids. Additional Personal Protective Equipment (*PPE*) may also be needed. See the table below.
2. *Always wash hands* with soap and water after removing gloves.
3. If *direct contact* is made with blood or bodily fluids, wash the affected area thoroughly with soap and water and rinse under a stream of water.
4. Employees with *cuts or other open wounds* should take extra precautions to ensure that any open cuts or wounds are bandaged and protected from exposure; use additional barriers as necessary.



If you have any questions or comments about this training, contact Environmental Health & Safety at 513-556-4968 or e-mail your comments to the Training Coordinator

University of Cincinnati: EH&S Web-Based Training

Topics

Bloodborne Pathogens

Hazard Communication

Hazardous Waste

Logout

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|--------------|---------|---------------------|-----|--------------------|------|
| Introduction | Hazards | Controlling Hazards | PPE | Emergencies | Quiz |
|--------------|---------|---------------------|-----|--------------------|------|



Emergencies and Incident Reporting

The University provides emergency equipment for your use. It is important that the equipment is always accessible, and that you have a clear pathway to an exit in the event of an emergency. An unsafe path of travel to an exit places everyone at risk. Remove all items that may become tripping hazards to you and your coworkers, and that place emergency responders at increased risk. Know the fire emergency response procedures and grouping area for your work area.

Eyewashes and Emergency Showers

The University has installed eyewashes and emergency showers in the event of a chemical splash or other need. They are strategically placed. Make sure you know where the closest



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