

Macalester College Facility Services Green Cleaning Procedures

The following section covers Green Cleaning procedures for Facility Services.

A key issue that cuts across all cleaning procedures is the issue of cleaning frequencies. Cleaning for health and green cleaning generally requires the same and sometimes higher frequencies. Green Chemicals frequently require us to give them some “stand time” to work. This may be different from chemicals you have used in the past.

Keep in mind too that these procedures can only serve as a general guideline because the buildings on our campus vary tremendously in sizes, level of traffic, finishes and staffing levels.

Identify people with special needs-

When a student, employee or other customer indicates that they have special needs and/or sensitivities, there are measures we can take to minimize their discomfort.

Some Examples:

- 1.) We can have the ventilation frequencies increased to assist in drying carpets/floors and keeping the humidity and odor levels down.
- 2.) We can make note in the Janitorial Closet of any special requests for that building’s customers.
- 3.) Vacuum rather than dust mop whenever possible to reduce the amount of dust released in the air. Keep your vacuum running in tip top shape and change the bag frequently. Use a damp cloth to dust surfaces.
- 4.) In a case of severe sensitivity, we can schedule the work to be done on a person’s day off or on a different shift.
- 5.) Letting your customers know when you are planning projects a few days before you start is appreciated.

Entryways-

Roughly 80% of the dirt in a building is tracked in through the entrance.

The matting system ideally should be 12-15 feet long. For a main entrance, an ideal system would have a foyer mat and an inside carpet mat.

Always place caution signs prior to cleaning an entrance.

Mats should be vacuumed at least once per day. Vacuum in both directions using an upright vacuum with a beater bar/brush. Be sure to clean the back side of the mats at least once per month. More during snowy times when salt usage is high. Remember that by doing a good job of entrance cleaning, you are making your job easier. Stop the dirt at the door rather than have it tracked down your hallways.

Providing trash receptacles at entrances and cigarette urns 25 feet from all buildings will reduce the amount of food, cigarettes and other trash being brought into the building. Ensure that these containers are emptied and cleaned regularly.

Sweep exterior sidewalks, entry areas and steps leading into the building on a regular basis.

Clean and store equipment after each use.

Hard Floor Care-

Always place caution signs in the area you are working in before you begin.

Utilize your vacuum with attachments to clean around items in your hallways such as benches and radiators. These areas are typically where you will find a build up of dust. This will also help by keeping the level of dust in the air down.

Hard floors should be dust mopped daily. The mops should be kept clean and in good condition. Otherwise, you are just pushing the dirt around, not cleaning. Hallways with hard floors should be auto scrubbed daily using a neutral cleaner.

Utilize the use of a top scrub and recoat procedure versus a total strip down when possible. This will help keep the amount of strippers used and then poured down the drain. At this time only 20 percent of hard floors are waxed. This is an 80 percent reduction from 2 years ago.

Only use chemical products according to the label directions. Never mix chemicals together.

Carpet Care-

Always place caution signs in the area you are working in before you begin.

Vacuum carpet in lobbies, elevators and high traffic areas thoroughly every day. Replace vacuum bags when they are approximately half full to minimize dust emissions. Clean or replace filters regularly.

Clean up spills on carpet as quickly as possible. Blot the spill from the outside of the spill to the inside. Spray carpet cleaner on the spot after the gross soil has been removed. Let stand 15 minutes, then wipe with a clean cloth. Put a wet floor sign over the spot until it is dry.

When preparing to extract a carpeted area, vacuum well first. Then use carpet pre spray in a spray bottle and go over any spots or traffic patterns. Let stand 10 minutes to allow the chemical to do its job. Extract the carpet with plain water.

When extracting, make sure that your machine is picking water up properly out of the carpet. This will help minimize moisture and potential for mold, mildew and bacterial growth.

Ask to have the ventilation increased in the area you are working in to help dry the carpet. Utilize floor fans as well.

Dusting-

Use a slightly dampened cloth. Frequently replace soiled cloths with clean ones. Use vacuum attachments for high dusting.

Avoid feather dusters and other methods that stir up dust into the air. That dust is not only an irritant, but it also just floats and lands on another surface. Then you have to clean it up again.

Avoid dust cloth treatments which can leave residues and emit VOCs (Volatile Organic Compounds).

Restrooms-

Always place caution signs in the doorway before beginning cleaning.

Be aware of cross contamination. Do not clean sinks with the same swab or cleaning cloth that you use on the toilet, etc. Place the bowl cleaner in the toilets and let stand while you clean the sinks. It will give the chemical a chance to work.

Clean sinks before mirrors. This will keep you from having to clean the mirrors twice because of water splashes.

Clean toilets both inside and out. Use a 3M Green pad on any stains. Wipe the seat and rinse. Do not leave cleaner in the bowl when you are done, as it may splash on someone when the toilet is flushed.

Wipe off any splashes/marks on walls, partitions and dispensers. Pay special attention to surfaces that people will touch a lot such as door knobs and handles.

Ensure floor drains are draining properly. Pour water down any dry drains to keep fumes from the sewer entering the space.

Always use the proper personal protective equipment. This includes gloves and even safety glasses if there is a chance of a chemical splashing.

Spills-

Clean up spills as soon as possible to prevent staining, or the chance that someone will slip and fall.

Place wet floor signs when necessary.

Make sure building occupants know who to contact in case of a spill.

Wear proper personal protective equipment.

Food Areas-

Wipe down floors, tables, counters and appliances.

Remove recyclables and trash on a daily basis. Clean containers both inside and out as needed.

Flush any floor drains.

Fabric Cleaning- Cubicles, Drapes and Furniture-

Treat spots immediately.

Vacuum Regularly.

Extract as needed.

Handling Chemicals and dilution of concentrated chemicals-

We use concentrated chemicals that reduce the overall environmental impact from packaging and shipping. This also reduces costs.

The 3M chemical system is a closed handling system. You turn the cold water on to the dispenser; place the sealed bottle in the dispenser and then turn. The dispenser automatically mixes the proper ratio of water and chemical.

Wear proper personal protective equipment.

Make sure all employees understand the safe handling and use of all products.

Put appropriate labels on secondary containers such as spray bottles.

Never mix chemicals together.

OSHA Blood-borne Pathogen Standard-

When you encounter a spill or substance that you believe may be blood or body fluids, special care must be taken to avoid exposure to you or others.

First place a wet floor sign so that no one can step in or touch the substance.

Wear your personal protective equipment.

Spray the soil with #25L- Quaternary Disinfectant. Allow it to stand for 10 minutes.

With a paper towel, remove gross soil. Place in Biohazard Bag or Container.

Spray the area a second time with #25L- Quaternary Disinfectant. Wipe with a clean paper towel and dispose of in Biohazard Bag. This is the only product that we will use in the IGC that is not Green Seal approved. This is required by OSHA standards.

OSHA Right To Know Standard-

Update the Material Safety Data Sheets (MSDS) any time a chemical is changed or added.

Trash Removal-

Pull trash daily so as to not attract insects and other pests.

Clean both inside and outside of the containers as needed.

Use both hands to lift the bag out of the container. Hold it away from your body after doing so.

Cover cans that contain food waste.

Make sure outside dumpsters are emptied on a regular schedule.

Indoor Plants

Educate building occupants on appropriate care guidelines for indoor plants. Monitor use of fertilizers or pesticides so as to not adversely affect the indoor air quality.

Ensure that plants are not in direct contact with carpets and ventilation units.

Clean up any spills of soil or moisture as soon as possible.

Integrated Pest Management (IPM)

Educate building occupants on how to report a pest issue.

Improve sanitation through thorough cleaning and removing food sources on a daily basis.

Install physical barriers to pest entry.

Maintain the building structure, seal cracks, fix leaks, etc.

Document any reported issues in the Plunkett's Log at the front desk in Facility Services.

Recycling Programs

Recycling reduces the amount of solid waste and lessens the burden on solid waste disposal sites, such as landfills and incinerators.

Recycling is picked up west of Wallace and east of Kagin/Markim at 1:00 p.m. on Tuesdays. Recycling is collected by employees and student employees on a daily basis and then placed in the recycling sorting room. The carts are then moved outside on Monday mornings.

Monitor recycling bins throughout the buildings on a daily basis. Keep all signage visible at recycling stations and report any problems or suggestions for those areas.

Track recycling results.

Monitor recycling areas to make sure they are not attracting pests.

Basements, Stairways and Elevators-

Examine these areas for dirt, evidence of insects and other pests and excessive moisture. Insure that any floor drains are operating properly.

Cleaning Closets

They should be clean, dry and adequately ventilated.

Mop buckets should not be left with liquid or mops standing in them.

Check drains and floor sinks to make sure that they drain properly and are free of dirt and odors.

Report any chemical dispensers that do not appear to be operating properly.

Building Exterior-

Look for excessive dirt, standing water and damage in parking lots.

Examine the buildings exterior and report any suspected damage.

Look for drainage problems around the building.

Insure that drains are operating properly.