

Green Cleaning Policy for Ball State Facilities

1.0. Purpose

1.1. To 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 and systems, and the environment, Ball State Facilities has developed this Green Cleaning Policy.

2.0. Scope

2.1. Ball State Facilities will encourage the purchasing of the following green cleaning equipment. Purchasing activity for the entire building and associated ground must be included and documented.

2.1.1. Cleaning, hard floor, and carpet care products meeting the sustainability criteria outlined in IEQ credit 3.3.

2.1.2. Cleaning equipment meeting the sustainability criteria outlined in IEQ credit 3.4.

2.2. Ball State Facilities will establish standard operating procedures to address how an effective cleaning, hard floor, and carpet maintenance system will be consistently utilized, managed, and audited. This will specifically address cleaning to protect vulnerable building occupants, such as occupants with asthma, other respiratory conditions, or sensitive or damaged skin.

2.2.1. A written floor maintenance plan and log should be kept that details the number of coats of floor finish applied, including base and top coats, along with relevant maintenance and restoration practices and the dates of these activities

2.2.2. The duration between stripping and refinishing cycles should be documented.

2.3. Ball State Facilities will develop strategies for promoting and improving hand hygiene, including the following:

2.3.1. Hand washing (suggested strategies)

2.3.1.1. Educational program must be offered.

2.3.1.2. Posters must be provided in lavatories.

2.3.2. Use of alcohol-based waterless hand sanitizers (suggested strategies)

2.3.2.1. Alcohol-based hand sanitizers must be provided for each area (classroom, lavatory, teachers' lounge, other).

2.3.3. Hand soaps must not contain antimicrobial agents (other than as a preservative system), except where required by health codes and other regulations.

2.3.4. Hands-free dispensers must be used for janitorial paper products to eliminate levers and cranks that users share.

2.4. Ball State Facilities has developed guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for handling hazardous spills or mishandling incidents.

2.4.1. Use of Lotus Pro in place of other chemicals currently being used. Allows for a safer, more manageable environment.

2.4.2. A log should be kept that details all housekeeping chemicals used or stored on the premises.

2.4.3. Cleaning products procured for use in the building should meet the requirements in IEQ credit 3.3.

2.4.4. Proper containment, storage and dispensing techniques should be implemented.

2.4.5. Proper hot and cold water supplies and drain systems in janitor closets for the use of chemical dispensing and dilution should be installed.

2.4.6. Portion controlled dilution equipment or pre-measured pouches of chemical concentrates should be used.

2.5. Ball State Facilities will develop requirements for staffing and training maintenance personnel appropriate to the needs of the building. These requirements will specifically address the training of maintenance personnel in the hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging.

2.5.1. Training records certifying each person's specific training dates should be documented.

2.6. Ball State Facilities will develop provisions for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures, and processes:

2.6.1. Implement an occupant survey and complaint response system.

2.6.2. Document survey results and remedial actions taken.

3.0 Performances Metric

3.1. Green cleaning equipment purchases should meet the guidelines in IEQ credit 3.4. Standards include Green Seal GS-37, 9, 1, and 41, Environmental Choice CCD-110, 146, 148, 112, 113, 115, 147, 82, 86, and 104, California Code of Regulations maximum allowable VOC levels, and the U.S. EPA Comprehensive Procurement Guidelines. Documentation of all purchases related to the applicable categories must be maintained on an annual basis.

3.2. Documentation of the type of chemical, volume, and concentration used in all cleaning processes must be maintained.

3.3. Documentation of the frequency of each cleaning process must be maintained.

3.4. Records and documentation for all guidelines, training, occupant feedback, and other strategies must be maintained.

4.0 Performance goals Ball State Facilities will strive to identify and use low environmental-impact chemicals in its cleaning policies while reducing exposure of occupants to chemical hazards. Ball State Facilities will also dispose of and/or recycle cleaning materials and chemicals in a sustainable manner.

5.0 Procedures and strategies

5.1. The Building Services Superintendent must be responsible for:

5.1.1. Adopting purchasing policy for sustainable cleaning products and equipment.

5.1.2. Establishing and enforcing standard operating procedures for consistent use of floor cleaning system.

5.1.2.1. Providing ongoing documentation of enforcement.

5.1.3. Implementing strategies to improve hand hygiene.

5.1.4. Developing and enforcing guidelines for handling safe storage and cleaning chemicals.

5.1.4.1. This must include plan for managing hazardous spills.

5.1.5. Implementing training for staff and maintenance personnel.

5.1.6. The collection of occupant feedback.

6.0 Responsible Parties

6.1. Facility Manager: James Lowe, Associate Vice President

6.2. Purchasing Manager: June Sanders, Senior Purchasing Agent

6.3. Maintenance Manager: Brenda Griffey, Superintendent of Building Services

7.0 Time period.

7.1. This policy will remain in effect going forward from its inception date, Fall 2015.

8.0 Definitions

8.1. Green Cleaning: The use of cleaning products and practices that have reduced environmental impacts in comparison with conventional products and practices.

8.2. Recycling: The collection, reprocessing, marketing, and use of materials that were diverted or recovered from the solid waste stream.

8.3. Sustainable Purchasing Policy: The preferential purchasing of products that meet sustainability standards.