



# Green Cleaning Policy



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## *Green Cleaning Policy*

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### *Offering Cleaning Services To Protect Human Health & The Environment*

#### **Mission Statement**

SMG is committed in maintaining a high standard of cleanliness in client's facilities as well as promoting indoor air quality by implementing a thorough Green Clean Program. We will accomplish this level of commitment by incorporating Green Seal Certified chemicals that meet (GS-37) standards, as well as, certified equipment that meet CRI Green Label standards or the standards set forth in LEED IEQ Credit 10.6. We utilize proper custodial training, procedures and agreements for Green Cleaning in our client's facilities. We are determined to provide healthy high performance cleaning and a more productive indoor environment with fewer burdens to our natural resources. In essence, this will provide products that effectively clean and are environmentally friendly to the working environment.

#### **SMG Design Program**

The success of our Green program for client's is based on the implementation of the following steps:

- Promoting green goals to occupants
- Incorporating Certified Green Cleaning Chemicals
- Incorporating Certified Green Products
- Incorporating Green Cleaning Practices
- Using certified Green equipment
- Training in use of Green Cleaning chemicals, products, and certified equipment
- Recordkeeping & Cleaners agreement
- Feedback Plan: Communication between management, building occupants & custodial staff



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### **Promoting Green Goals**

“Go Green and Create a Sustainable Healthy Environment” is a slogan that promotes the conservation of a healthy environment. The first aspect of going green is to promote the awareness of the importance of changing traditional cleaning chemicals and cleaning procedures for green certified products and guidelines. We will inform the cleaning staff and client's of the benefits of going “Green” by introducing, presenting and training with green clean products, and their proper use.

### **Green Cleaning Chemicals**

One of the most important aspects of going green is selecting products that have been Green Seal certified (GS-37) or are environmentally preferable. A list of green cleaning chemicals that have been certified has been enclosed.

### **Green and Recommended Products**

SMG implements cleaning products that are Green Seal certified and environmentally friendly, such as paper products (when required) and micro-fibers. Paper products are required to be used in conjunction with dispensers that control the amount of paper being dispensed. In addition, the use of micro-fiber products are highly recommended for their effective surface cleaning. The use of these specific Green Seal certified products will reduce waste and consumption.

“Green” Paper Products: SMG will be committed to providing Green Seal products that meet the standards GS-09 and GS-01. SMG ensures that the paper which is provided to the site is chlorine free (PCF), hypo-allergenic, contains no dyes or fragrances, and safe for use in microwave ovens. Roll and hand towels are made from a minimum of 40% post-consumer content, toilet tissue has 20% post-consumer content, and facial tissue has 10% post-consumer content.

Micro-fiber Cleaning Products: SMG will incorporate a variety of micro-fiber commercial products. Micro-fiber dusting cloths and flat mops will be implemented in the facility because of its ability to remove soils, pick up dust and bacteria without the need for chemical compounds. By using these products, cleaning will be made simpler, faster and more effective. SMG will provide proper directions to its cleaning staff in the proper use of micro-fiber products.



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### **Equipment**

SMG is dedicated to ensuring that all the equipment used in the client's facilities meets the standards of Indoor Environmental Quality (IEQ) credit 10.6 of Leadership in Energy and Environmental Design (LEED). For instance, the CRI Green Label Program for vacuums assures the efficiency of vacuums for removing soil, and rates the ability to contain that soil within the vacuum without sweeping it back into the environment. Green equipment also requires noise levels during operation to be low and non-disturbing.

### **Trained Cleaning Staff**

To ensure the success of our Green Clean Program, green cleaning practices must be shown to our cleaning staff. Basic principles of green cleaning procedures will include, but will not be limited, the following:

- Training and procedures will be based on Vendors cleaning Manual.
- An annual Green Clean training will be performed by manager, supervisors or Safety Training staff of proper procedures in cleaning and safety practices.
- Cleaners must focus on entryways inside and out. Trapping and removing dirt and pollutants before they enter the building is the green goal. Cleaners will be directed to frequently clean entrances and entryway mats.
- Cleaner must be trained in procedures for minimizing particles of dust and chemicals in the air. To achieve this goal, cleaners will be trained to apply the cleaner to the cloth rather than spraying the surface to be cleaned.
- Cleaners should be trained in the proper use of chemical management systems for accurate product dilution. Maximizing cleaning efficiency and minimizing waste should be the green goal.
- Cleaners should empty HEPA bags at the end of shifts or when they are half full.
- Training in proper vacuuming, extraction, rinsing and drying.
- Focusing on preventative measures. Our janitorial staff should wash their hands however many times is necessary, and also keep equipment clean and well maintained.
- Our cleaning staff will be trained to focus on cleaning touch points such as door knobs, handles, bright work, fixtures and any other common areas in the building where occupants come in contact.
- Cleaning staff must properly apply disinfectant in restrooms by following the proper dwell time for chemical to work on the surface. The main purpose is to disinfect or remove any spot by using less product.



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### **Trained Cleaning Staff, cont.**

- Cleaning staff will be trained in the color-coded tools to ensure that pollutants do not get carried from one area to another.
- Cleaning staff must be trained in preventing cross-contamination by using the proper micro-fiber cloth codes:
  - Yellow micro-fiber cloth for bathrooms
  - Green micro-fiber cloth for general purposes
  - Blue micro-fiber cloth for glass surfaces
  - Red micro-fiber cloth for wood surfaces
- Cleaning staff must be trained in the following proper mop pad codes:
  - Yellow micro-fiber pads for finish remover
  - Green micro-fiber pads will be used dry
  - Blue micro-fiber pads will be used wet
  - White micro-fiber pads for finish applicator
- On-site supervisors will make sure that all products and chemicals will be stored properly.

### **Recordkeeping & Cleaning Staff Agreement**

Keeping records is crucial for the successful management of our Green Clean Program. A comprehensive program will be developed for maintaining accurate reports directed to show the status of equipment and periodic employee training. After completing Green Clean training, employees will sign the cleaning staff agreement and cleaning codes to ensure that Green Clean requirements are met and understood.

### **Feedback Plan**

SMG encourages building management, occupants and cleaning staff to develop open lines of communication in order to ensure the success of the green clean program. Creating a green communication line will help building occupants to understand that they are part of the process. The cooperation of building occupants is vital in reaching the goal of healthy indoor environment. Building occupants, for example, will be encouraged to notify the cleaning staff of spills, and will also be encouraged to use green cleaning chemicals inside the facility that are approved by the building.



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### **Continued Improvement**

SMG will continue to evaluate new environmentally friendly products as they are introduced to the market. We understand that the cleaning industry frequently makes advances in technology, and we plan to incorporate these advances in our cleaning services as they become available.

All new products will be diligently evaluated and must meet the respective standards listed as they apply to each product category. At a minimum, all new products must meet EPA minimum guidelines, Green Seal Standards, EPA Design for the Environment specifications, Environmental Choice Standards, CRI Standards, or standards and requirements set forth by the USGBC LEED program.

In the event that a required product does not meet these standards or a standard has not yet been established SMG will look for the product that closely complies with the standards mentioned above and will continue to use the product as needed until an environmentally-preferable product is available.



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### **Cleaning Staff Agreement**

I, \_\_\_\_\_ acknowledge by my signature that I have received, read, and fully understand the meaning of SMG Green Cleaning policy; which includes the following principles:

- Clean for a healthy indoor environment.
- Minimize human exposure to contaminants and cleaning products.
- Recognize cleaning as an environmental health benefit.
- Minimize chemical, particle and moisture residue when cleaning.
- Follow safety procedures when diluting solutions and using products.
- Preventing cross-contamination by following cleaning codes.
- Commit to reduce all pollutants before entering the building.
- Dispose of cleaning products in environmentally safe ways.
- Establish and document routine maintenance.

I am also aware that my continued employment is contingent upon compliance with same. I also understand that the policy will apply at all times and at all job sites in order to maintain the professional standards expected of every SMG employee.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor: \_\_\_\_\_



## Green Cleaning Policy

### Training in the Workplace

Site:

Date:

Time:

Trainer:

Description of Training: Green Cleaning Policy, Procedures & Cleaning codes.

### List of Attendants

PRINT NAME

SIGNATURE

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

