



# Green Housekeeping Policy

September 25, 2008

## Table of Contents

Intent	3
Statement of Purpose	3
Requirements	3
Standards	3
Unacceptable Products	3
Exceptions	3
Scope	4
Performance Metrics	4
Training	4
Procedures/strategies	4
Responsible Parties	4
Time Period	4
Appendix A: MSD Sheets	6
Appendix B: EcoLogo	50
Appendix C: Training Procedures	65
Appendix D: Credit Interpretation Request	72

## GREEN HOUSEKEEPING POLICY – Grand Valley State University

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### Intent:

To reduce 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 systems and the environment.

### Statement of Purpose:

- Prevent the introduction of contaminants into the environment by using appropriate materials.
- Prevent interior contamination by training the university's housekeeping staff in approved procedures and materials.
- Remove contaminants from the interior environment.

### Requirements:

Grand Valley State University will maintain this green housekeeping policy for all buildings and for housekeeping staff addressing the following green housekeeping requirements:

- Purchase of cleaning, hard floor, and carpet care products meeting Green Seal Standards (See Appendix A) and Carpet and Rug Institute Standards.
- Purchase of hand towels and toilet tissue meeting EcoLogo<sup>™</sup> Certification (See Appendix B)
- Development of requirements for staffing, and for training of maintenance personnel appropriate to the needs of each building. These requirements include the training of maintenance personnel in the disposal and recycling of cleaning chemicals, dispensing equipment and packaging. (See Appendix C).
- Development of guidelines addressing the safe handling and storage of cleaning chemicals used in the building. (See Appendix C)
- Establishment of standard operating procedures (SOPs) to protect vulnerable building occupants. (See Appendix C)
- Establish procedures for coordination with campus waste management and recycling procedures.
- Establish procedures for coordination with LEED Credit EQc5, Indoor Chemical and Pollutant Source Control. In all campus buildings, to the extent possible, GVSU Facilities Services Staff will implement its housekeeping operations in coordination with the LEED<sup>®</sup> Indoor Chemical and Pollutant Source Control credit requirements regarding chemical storage, mixing, and disposal. For LEED-Certified buildings which have earned or expect to earn the credit, staff will coordinate housekeeping operations to meet the letter and intent of the credit.

### Standards:

All cleaning products and consumable products used must qualify under one or more of the following standards:

- Green Seal<sup>™</sup> Standards GS-37
- EcoLogo<sup>™</sup> Program
  - a. CCD-086 Hand Towels
  - b. CCD-082 Toilet Tissue
- EPA Environmentally Preferable Purchasing Program
- Executive Order 13101
- California Code of Regulations, Title 17 Section 94509
- Carpet and Rug Institute "Green Label" Testing Program
- EPA Comprehensive Procurement Guidelines

### Unacceptable Products:

Any product classified as unacceptable must be approved by the Operations Supervisor, Facilities Services Department.

- a. Petroleum-based solvents
- b. Products containing ethylene diamine tetraacetic acid
- c. Products containing nitrilotriacetic acid
- d. Products containing glycol ethers
- e. Products containing phenolic compounds and surfactants
- f. Phenolic compounds and surfactants
- g. Products containing butyl chemicals

### Exception to Standards:

3M<sup>™</sup> Twist 'n' Fill<sup>™</sup> cleaner numbers four and fifteen. Both of these products are disinfectants used on an as-needed basis. Their volatile organic compound (VOC) percentages by weight range between one and five percent. The California Code of Regulation, Title 17 Section 94509 requires that such non-aerosol disinfectants must meet the VOC standard of one percent by weight as of December 31, 2008.

Staff may face non-routine housekeeping demands which require extraordinary effort or procedures such as for the removal of the evidence of lubricants, permanent marker, biological waste, and others.

**Scope:**

This policy directs the routine daily housekeeping activities for all buildings and associated grounds at Grand Valley State University.

**Performance Metric:**

- a. GVSU's standard is that custodians will inspect their own work. They are University employees subject to regular performance reviews.
- b. GVSU custodial supervisors do daily/weekly walks through buildings depending on usage and incidents of concern.
- c. GVSU's Facilities Services customer service desk takes work orders from the customers for routine and special requests. These work orders include a follow-up component.
- d. GVSU Facilities Services meets with its product vendors when new or revised products and procedures are introduced by the vendor. Any proposed changes will be assessed relative to the established GVSU standard.
- e. As needed, GVSU Facilities Services staff will consult with vendor representative if materials and/or procedures are perceived to be ineffective or substandard.

**Training:**

Grand Valley State University will use the following training mechanisms

- a. 3M Procedure Wizard
- b. 3M Comprehensive training videos
  - i.3M Hard Floor Care
  - ii.3M Restrooms Care
  - iii.3M Twist 'n Fill Systems
- c. 3M Computer-Based Training Program
  - iv.OSHA Right-to-Know HazComm
  - v.OSHA Right-to-Know Infectious Agents
- d. Flipcharts, cart aids, and wall charts

**Procedures and Strategy. Use the following:**

- a. 3M Green Seal Certified cleaning products.
- b. 3M Twist 'n Fill Cleaning Chemical Management System.
- c. Spartan Green Seal Certified cleaning and floor care products.
- d. Paper towel and toilet tissue that contains 100% post consumer recycled content.
- e. Pine oil or citrus-based solvents that do not contain petroleum distillates.
- f. pH-neutral products.
- g. Products that are packaged as concentrates and contained in recyclable containers.
- h. Vendor performs routine maintenance on all powered equipment and maintains a log.
- i. Trash can liners with post consumer recovered content of 10%

**Responsible Parties:**

- a. Owner:
  - a. Steve Leeser, Manager of Operations, GVSU.
  - b. John Ruitter, Manager of Nighttime Operations.
  - c. Gloria Myaard, Manager of Housing and Athletic Operations.
- b. Product Vendor: Glen Huizenga, Nichols Paper and Supply.

**Period of Operation:**

- a. Commencement. This policy is currently in effect.
- b. Duration: This policy is continuous, with annual or semi-annual reviews by GVSU's Manager of Operations.

**Coordination with United States Green Building Council LEED® Rating Systems**

- a. This policy is intended to meet requirements of LEED-NC version 2.2 for an Innovation and Design Credit.
- b. This policy is intended to meet requirements of LEED-CI (version2.0) for Sustainable Sites Credit 1, Option L..
- c. This policy is intended to meet requirements of LEED-EB O&M for Indoor Environmental Quality (EQ) Prerequisite 3, EQ Credit 3.1, EQ Credits 3.2-3.3, EQ Credits 3.4-3.6, and EQ Credit 3.7. Additional required documentation relative to the performance period will be submitted with each LEED-EB O&M submittal.

**References:**

- a. Credit Interpretation Request; Ruling dated 4/8/2004. (See Appendix D)
  - b. Facilities Management Evaluation Report (sample). APPA.
  - c. Custodial Staffing Guidelines for Educational Facilities, APPA, second edition.
  - d. USGBC LEED Reference Guides for LEED-NC version 2.2, LEED-CI version 2.0, LEED-EB:O&M
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Editorial assistance provided by Fishbeck, Thompson, Carr & Huber, Inc. ([www.ftch.com](http://www.ftch.com))