



## "Green" Cleaning Manual

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Last updated 11/22/2010



**Custodial Services mission is:** *"HCC Custodial Staff provide safe, clean, healthy and aesthetically pleasing facilities, conducive to the educational process, consistent with our college vision, while being good stewards of public funds; and approach our duties with a focus on sustainability and resource management, in the best interest of our internal and external communities".*



# Green Housekeeping Handbook

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# Green Housekeeping Guidelines

Submitted by Barry Holldorf

November 5, 2010

**Highline Community College's (HCC) mission is:** *"We deliver innovative education and training opportunities to foster your personal and professional success in our multicultural world and global economy. We help you build a better future. "*

**Custodial Services mission is:** *"HCC Custodial Staff provide safe, clean, healthy and aesthetically pleasing facilities, conducive to the educational process, consistent with our college vision, while being good stewards of public funds; and approach our duties with a focus on sustainability and resource management, in the best interest of our internal and external communities".*

In keeping with this mission, and with HCC's commitment to sustainability, a "Green Cleaning" practice has been adopted, which includes the types of cleaning products and equipment used, and the methods and practices adopted, as well as thorough training of Custodial staff, with a commitment by the custodial department to practice and promote environmentally friendly cleaning procedures.

Custodial Services will show its commitment to the environment by adopting the following:

- Using E.ological Chemicals® or other cleaning products that meet Green Seal® standards, or products with low levels of VOCS (volatile organic compounds) whenever possible, in consideration of indoor air quality (IAQ), and overall building health, with particular emphasis on sensitivity and care regarding the general health and well-being of ALL buildings occupants.
- Purchasing and using only Energy Star rated or Carpet and Rug Institute (CRI) -certified power equipment or innovative equipment that proves to use less energy, lowered water consumption and or presents ergonomic advances benefiting staff that use that equipment in our college facilities when possible, and maintaining that equipment to that standard.
- Using bulk and concentrated cleaning products whenever possible.
- Using a cleaning products system whereby the chemicals are automatically and accurately diluted with cold water.
- Eliminating phosphates and aerosol products, and minimizing the use of chlorinated or ammoniated products when possible.
- Using cleaning products and supplies that are packaged with recyclable materials, when possible.
- Purchasing cleaning supplies and equipment from a vendor who delivers with trucks using alternative energy sources whenever possible.
- Using ECO Green® and Green Certified® paper products that meet EPA standards for high postconsumer recycled content.
- Compliance with all relevant laws, regulations, legislation and industry standards.
- Conserving energy, water and resources while providing a clean, sanitary and healthy environment.
- Instilling a sense of pride and environmental responsibility in the custodial staff, making them aware of how the products, equipment and methods they use to clean impact building health, building occupants, and ultimately the earth.
- Training custodial staff as to the proper use of the cleaning products, supplies and equipment by the vendors supplying these items, and by custodial staff trained by these vendors.


**Green Housekeeping Guidelines** (continued)


- Voicing the expectation that these methods must be followed, and that it is the responsibility of the custodial staff to do so.
- Using every opportunity to learn, and to educate others, in the "green cleaning" methods and standards, and to promote the benefits of "green cleaning" whenever possible.

This Green Cleaning Practice is acknowledged and approved.

Signed by:

  
Date: 11/22/2010  
**Larry Yok**  
Vice President for Administrative Services

  
Date: 11.22.2010  
**Barry Holdorf**  
Director, Facilities Operations

  
Date: 11-22-2010  
**Tang Nguyen**  
Custodial Supervisor

## Resources

1. **Carpet and Rug Institute.** CRI's current listing of downloadable publications is at: [www.carpet-rug.org/about-cri/cri-publications/downloadable-publications.cfm](http://www.carpet-rug.org/about-cri/cri-publications/downloadable-publications.cfm)). Recommend using the LEED requirement, "*Carpet systems must meet or exceed the requirements of the Carpet and Rug Institute Green Label Indoor Air Quality Test Program.*"
2. **"U.S. Environmentally Preferable Purchasing (EPP) a Federal Environmental Protection Agency (EPA) website regarding Green Cleaning Products:** <http://www.epa.gov/epp/pubs/cleaning.htm>
3. **"Environmentally Responsible Carpet Choices," a King County document at:** [www.metrokc.gov/procure/green/carpet.htm](http://www.metrokc.gov/procure/green/carpet.htm)
4. **Green Seal report on Carpet,** [www.greenseal.org/resources/reports/CGR\\_carpet.pdf](http://www.greenseal.org/resources/reports/CGR_carpet.pdf).
5. **GREENGUARD™** is an independent, indoor air quality laboratory that tests products and materials according to stringent environmental chamber testing protocols and certifies they meet current indoor air quality standards. **The GREENGUARD™** web site maintains a listing of all certified products and manufacturers. [www.greenguard.org](http://www.greenguard.org).
6. **Green Guard Flooring Standards:** [www.greenguard.org/uploads/EmissionsCriteria/GGPS.EC.008.R0.pdf](http://www.greenguard.org/uploads/EmissionsCriteria/GGPS.EC.008.R0.pdf)
7. **GS 42 – Green Seal Environmental Standard for Cleaning Services:** [www.greenseal.org/certification/cleaning\\_services\\_gs\\_42.pdf](http://www.greenseal.org/certification/cleaning_services_gs_42.pdf)
8. **Green Seal Environmental Standard:** *for General-Purpose, Bathroom, Glass, and Carpet Cleaners Used for Industrial and Institutional Purposes*, Third Edition February 27, 2006, [http://www.greenseal.org/certification/standards/industrial\\_institutional\\_cleaners\\_general\\_bathroom\\_glass\\_carpet\\_GS\\_37.pdf](http://www.greenseal.org/certification/standards/industrial_institutional_cleaners_general_bathroom_glass_carpet_GS_37.pdf)
9. **EPA/NIOSH guidance document *Building Air Quality, A Guide for Building Owners and Facility Managers*,** at [www.cdc.gov/niosh/baqtoc.html](http://www.cdc.gov/niosh/baqtoc.html)
10. **G/Rated Tech Sheet, *Low Toxic Solutions: Adhesives, Sealants, Primers, and Paints.*** Portland Office of Sustainable Development at: [www.portlandonline.com/shared/cfm/image.cfm?id=121850](http://www.portlandonline.com/shared/cfm/image.cfm?id=121850)
11. **Master Painters Institute, Approved Products List,** [www.paintinfo.com/mpi/approved/index.htm](http://www.paintinfo.com/mpi/approved/index.htm) Paint products that are rated E2 or E3 comply with LEED requirements.

## General Cleaning Procedures (using E.logical® Cleaning Products) Restrooms

- Gather appropriate gear and supplies.
- Knock and announce yourself. Place safety signs.
- Squirt interior urinal, bowls and sinks with Illuminate Plus.
- Damp dust high and low surfaces using the GS004 NeutralCleaner.
- Clean walls, vents, tops of doors and partitions using GS005.
- Sweep floors.
- Empty trash receptacles, insert and tie up new liner.
- Clean glass mirrors and fixtures using the GS006.
- Restock and clean all dispensers using the GS005.
- Clean stall partitions, knobs and door handles with Illuminate Plus.
- Clean urinal partitions, wall and around urinals using the Illuminate Plus.
- Clean interior and exterior urinals and bowls using the Illuminate Plus.
- Clean and wipe dry sinks and countertops using the Illuminate Plus.
- Damp mop floor and corners with the GS004.
- Clean baseboards, top of light fixtures and floor drains with the GS005.
- Turn off lights and leave Wet Floor signs until dry.

### Offices

- Gather appropriate gear and supplies.
- Clean walls, doors, knobs, kick plates and light switches with GS005 Multi-purpose Cleaner.
- Clean windows and any glass using the GS006.
- Damp dust any high and low surfaces and light fixtures with GS004.
- Pick up and empty trash and recycling receptacles, insert and tie up new liner.
- Vacuum carpeted areas.
- Wipe baseboards (if needed) using the GS005.

### Classrooms and Meeting Rooms

- Gather appropriate gear and supplies.
- Knock and announce yourself. Place safety signs if needed.
- Pick up and empty trash and recycling receptacles, insert and tie up new liners.
- Damp dust high and low surfaces (as needed) using the GS004 Neutral Cleaner.
- Clean walls, vents, tops of doors and partitions (as needed) using GS005.
- Clean fixtures, desks and chairs using GS005.
- Restock and clean any dispensers using the Illuminate Plus Disinfectant.
- Clean any knobs and door handles with Illuminate Plus.
- Clean and wipe dry any countertops using the GS005.
- Damp mop floor and corners with the GS004.
- Clean baseboards and tops of light fixtures with the GS005.
- Turn off lights and leave Wet Floor signs until dry.

## General Cleaning Procedures (continued)

### Entrance/Hall/Multipurpose Rooms

- Gather appropriate gear and supplies.
- Clean walls, doors, knobs, kick plates and light switches with GS005 Multi-purpose Cleaner.
- Clean windows and any glass using the GS006.
- Damp dust any high and low surfaces and light fixtures with GS005.
- Pick up and empty trash and recycling receptacles, insert and tie up new liner.
- Roll up any mats.
- Sweep floors (if needed) OR dust mop hard surface floors and corners.
- Place caution sign.
- Damp mop floors and corners with the GS004 or vacuum any carpeted areas.
- Wipe baseboards (if needed) using the GS005.
- Remove caution sign (if used).
- Replace mats.

### Kitchens

- Gather appropriate gear and supplies.
- Pick up and empty trash and recycling receptacles, insert and tie up new liners.
- Place safety signs.
- Clean walls, vents, doors (as needed) using GS005 Multi-purpose Cleaner.
- Damp dust light fixtures and high and low surfaces (as needed) using the GS005.
- Clean fixtures using the GS005.
- Clean countertops and tables using Illuminate Plus Disinfectant.
- Wipe door handles and knobs using the Illuminate Plus.
- Restock and clean any dispensers. Wipe off using the Illuminate Plus.
- Remove mats.
- Sweep floors.
- Clean baseboards (if needed) using the GS005.
- Damp mop floors and corners with the GS004.
- Leave Wet Floor signs until dry.
- Replace mats and turn off lights.

## Care of Carpets & Walk-Off Mats

### Introduction and Purpose:

The purpose of establishing this policy is to assist all HCC personnel and contractors to properly clean and maintain carpets throughout the college. By properly cleaning and maintaining carpets, the goal is to extend the life of these carpets, make them easier to maintain by keeping them clean and spot/stain free, to provide a safer surface and improve the indoor air quality of facilities and enhance their appearance level.

HCC selected these products because they meet manufacturers' standards for use on the carpeting throughout the building, they offer excellent performance and economy, and they are safe to use and safe for the environment, meeting GS-37 and EPA certifications as well as SEGC 114 approval. These products are also represented by a company well known to provide proper training techniques and support to help you get your job done quicker and easier with the best possible results.

## Care of Carpets & Walk-Off Mats (continued)

### Point of Entry Mats:

"Point of Entry" dirt and soil entrapment is the best way to keep buildings clean and ensure acceptable indoor air quality daily. This involves proper entry matting at all entries.

- **Quality** - Encourage your facility to purchase quality matting, whether it has a logo on it or not. Some facilities put large carpeted areas in entries, but this is generally not enough to hold the amounts of soils and moisture per square inch that mats do. The mat should be a combination scraper and moisture retention mat, or two separate mats can be used instead of one two-in-one mat by putting the scraper mat first (or outside) and the water retention mat on the inside.
- **Appropriate Coverage Area** - The matting should be the width of the entry and be a minimum of 10' in length. Contact your supervisor or department manager for recommendations on what to use and how to purchase it.
- **Mat Cleaning and Maintenance** - Vacuum and spot clean at least once a day or as needed. Ensure that the mat is not wet first. Hang or allow it to dry overnight if necessary, then vacuum when thoroughly dry. Thoroughly clean all mats weekly by using extractor. Allow to dry thoroughly before reusing.

### Carpet Cleaning and Maintenance Procedures:

Think safety first, wear goggles, gloves, etc., when necessary and clean up and properly store all equipment and supplies after each use. In carpet cleaning, "**speed kills.**" Cleaning one square foot of carpet is like cleaning 2 ½ to 3 ½ square feet of hard floor because of all the cleanable surface carpet has, so do not work too fast.

- Vacuuming.** 79% of all soil tracked into a building or dwelling is dry (the other becomes dry if left on long enough) and should be trapped by proper matting. Vacuuming is the best way to remove these soils. Remember that any upright or canister vacuum with a cloth bag has its performance drop in the first 15 minutes of use because the pores in the cloth bag fill up with dust and restrict airflow. This is why HCC endorses the Windsor Upright and Proteam® Backpack Vacuums with triple layer filter bag filtration. Clean out a cloth bag on a regular basis and wash it in a gentle cycle or by hand with warm water periodically. All mats and carpeted areas in the college's facilities should be on a "vacuum schedule," which can be changed seasonally or as needed.
- Frequent Spotting/Stain Removal.** Use GS005 in quarts for daily spotting. For heavy oil, tar, grease, or road film traffic lanes pre-spray with Extraction Pro Heavy Duty Cleaner, then spot with GS005. Each of these products will attack most stains, but stains from blood, coffee, inks, Koolaid or fruit drinks that have been in the carpet for a while may need specialty products to be removed. See your supervisor for recommendations. *The 48-hour rule applies:* Spots become stains if they are allowed to set for 48 hours or more. To properly spot a carpet remove excess soil, spray the product around the outer edge of the spot, then in the center to contain it. You can agitate the spot from the outside in with a bone scraper, but do not use a brush to "scrub" or any other object that may transfer color into the carpet, like a wooden handle. Blot the spot with a white towel, spray/scrape/blot again until the soil or spot no longer transfers to the towel, then flood with rinse water and blot thoroughly to remove excess soil, chemical and water. You can also rinse with your extractor and wand.



## Care of Carpets & Walk-Off Mats (continued)

**c. Pre-spraying.** Use a pre-spray to loosen traffic and heavy soils prior to extraction. Use Extraction Pro Cleaner diluted at the proper solution in your pump up sprayer. Generally, spray and allow to set for 10 to 12 minutes before extracting. If the pre-spray dries before cleaning begins, re-wet by spraying on extra solution. Do a manageable area only, generally one that can be extracted within 15 to 20 minutes. Be sure to keep the pre-spray moist while extracting. This should not be a problem unless the weather is hot and dry or there is excess ventilation in the room.

**d. Restorative Cleaning/Extraction.** Prepare the carpet by vacuuming: remove tape, gum and stains. Pre-spray as described in "c" above. Fill your extraction machine with water only if you are servicing a low volume use area or area free of spots or traffic pattern soil. If the area being serviced does require chemical treatment, use GS005 through your mixing dispenser. Extract a manageable area with your machine (generally no more than 20' x 20' for one person, multiply 3 times for each additional person who assists with pre-spraying, dumping and refilling the extractor, etc.). Within 2 to 4 hours after extracting the carpet, as the carpet is drying from the bottom up and bringing remaining soils with it, extract again with fresh rinse water. Try to extract the opposite way from the first time you extracted. Rinsing should be done before the carpet is allowed to dry, but can be done the next day or later if you do not have the time to rinse within 2 to 4 hours. If the carpet is dry before rinsing, pre-spray with fresh water to reactivate the carpet, then rinse. Apply defoamer in the extractor recovery and each time you start with a fresh solution. This is important when you first start cleaning carpets with Extraction Pro cleaner. After that, Extraction Pro Cleaner has a natural, built-in defoamer so using defoamer should not be required. After the carpet is rinsed and dry, vacuum thoroughly.

### **Heavy, Long-Term soils, Traffic Lanes and Chair Marks:**

While allowing the pre-spray to set you can use your extraction machine with a cylindrical brush and work the pre-sprayed area from east to west, then north to south, working the pre-spray into the carpet. Do not spray with the extractor unless the pre-spray dries. Do not turn on the vacuum motor, but just scrub. Then extract the area as described in section "d" above. Make sure to rinse with water. To make sure the carpet dries quickly and all soils are removed you can even run the extractor over the carpet again dry (with just the brush and vacuum motor on) to ensure optimum recovery. Contact your supervisor if problems still exist.

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**Odor Elimination:**

Any lingering carpet odors should be reported to your supervisor, particularly if they exist after the carpet is thoroughly dry and vented. Carpet maintenance puts moisture into the carpet and air, which can reactivate old mold, mildew, fungus, etc., in the carpets and other areas of the room (vents or upholstery, etc.). Generally, once those areas dry, the odors go away with the use of GS005 cleaner.

**Carpet Sanitizing Procedures:**

When attacking mold, mildew and disease causing bacteria or when a carpet biocide is required:

1. **Clear the carpet area;** remove tape, gum and other solid material. Then vacuum the carpet thoroughly. Use E.logical Oxygenated Multi-Purpose through the mix dispenser system, then pre-spray the carpet thoroughly, allowing for the E.logical Oxygenated Multi-Purpose to set for 10 to 12 minutes.
2. **Extract the carpet** with Cool Water only into your extraction machine.
3. **Allow the carpet to partially dry,** in 2 to 4 hours as it dries from the bottom up, extract again with fresh rinse water.
4. **Allow the carpet to thoroughly dry** overnight and vacuum the next day.

## **Recycling and Refuse**

At Highline Community College, our goal is to reduce waste and increase re-use and recycling. A long-term goal is to recycle between 70 and 85% of all waste generated by our organization. While we are committed to maintaining a clean and healthy environment for our employees, we are also strongly committed to achieving a successful recycling program. Teaching recycling as a way of life conveys an important message to our staff, promotes a healthier planet for future generations, and will also allow us to reduce the monies spent on refuse disposal.

To achieve success in meeting these goals, the custodial department and each individual custodian plays an important role in recycling and the reduction of refuse. Custodians will be trained to:

- Be knowledgeable about what items can be recycled.
  - Reuse or recycle rather than dispose of materials in the refuse dumpster.
  - Be sure all cardboard is flattened before being placed in the recycling bin. NO cardboard goes in the trash.
  - When possible, and if time allows, flatten aluminum cans and plastic bottles.
  - Tie garbage bags tightly and expel extra air.
  - Monitor the contents of the trash in buildings to see when extra signs or education is needed.
  - Educate building occupants whenever possible about the types of items that can be recycled.
- Recycling should be viewed as a shared responsibility of the staff, employees and custodians. Each desk, office or meeting room should be provided with recycling containers for all commodities currently recycled and these should be emptied frequently by the custodial staff. It is always appreciated that cardboard be flattened before being placed in or beside containers or in designated areas.

## Equipment Use

All newly-purchased powered janitorial equipment shall meet the criteria listed in GS-42, *Green Seal Environmental Standard for Cleaning Services, First Edition, September 1, 2006* and all future editions. See Resources for link to website. Cleaning service providers shall plan for the phase-out of equipment that does not meet the following specifications as budget allows:

***(Total sustainability shall be a consideration in equipment phase-out with the intention of benefiting from the total life of that equipment being phased-out, and commitment to offering, or marketing that phased equipment to other state agencies.)***

- Vacuums and indoor powered carpet/floor maintenance equipment shall operate at less than 70 dBA and meet the appropriate CRI standard ([www.carpet-rug.com/](http://www.carpet-rug.com/)).
- Floor maintenance equipment must be able to capture and collect particulates.
- Propane-powered equipment must have appropriate low-emission engines and catalytic and exhaust monitoring systems.
- Powered scrubbing machines must provide variable rate dispensing of cleaning fluids to optimize their use.
- Equipment shall be inspected twice per year and maintained according to the vendor.
- Records of inspections and maintenance shall be kept in a log.

JANITORIAL EQUIPMENT MAINTENANCE LOG

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CUSTODIAL EQUIPMENT MAINTENANCE LOG

| EQUIPMENT DESCRIPTION | PROBLEM | INITIAL | ACTION TAKEN | DATE COMPLETED |
|-----------------------|---------|---------|--------------|----------------|
|                       |         |         |              |                |
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## **Green Cleaning Products**

HCC Custodial Services shall use the website [www.greenseal.org/findaproduct/index.cfm](http://www.greenseal.org/findaproduct/index.cfm) for an up-to-date list of Green Seal-approved products and supplies. These include general purpose cleaners, floor cleaners, bathroom cleaners, glass cleaners, and carpet cleaners; floor finishes and strippers, liquid hand soap, toilet paper and facial tissue, paper towels and napkins, and plastic can liners (containing a minimum of 10% post-consumer recycled content). The purchase of all products must be made through the Facilities Department.

Currently, HCC has selected E.logical ® products (ChemBlend Line)\*, through Walter E. Nelson Company. To the future, should similar products present themselves in the market place that offer a greater sustainable application, lower V.O.C., or, in general are safer both for the user and the environment, or products that match the E.logical ® product line at lower cost to the college, those products will be considered as a replacement for the E.logical product-line.

### **Use concentrated cleaning products.**

Read labels and other product information, and observe all safety precautions and mixing directions. Use protective equipment when mixing concentrated cleaning products. Follow the manufacturer's directions to ensure using the proper strength of cleaner for the job. And never mix different cleaning products together.

### **Highline Community College shall avoid products that contain the following:**

- Chlorinated compounds (such as trichloroethane or methylene chloride)
- Aerosols (mist particles easily enter the lungs and bloodstream; pressurized containers can be hazardous)
- Petroleum distillates (found in furniture polishes and solvents; they are flammable)
- Lye or sodium hydroxide (caustic)
- Phenols (found in some germicides; toxic to skin and can cause circulatory collapse if ingested)

*\* These specific chemical (s) or equivalent product has been tested and selected. The choice of products and vendors can change without notice and are called out only to eliminate potential confusion as well as provided for informational purposes.*

## Green Cleaning Products (continued)

### Current Approved Sustainable Products Used at HCC \*

| Product Name                                       | Manufacturer    | Type                | Meets Standard           |
|--|-----------------|---------------------|--------------------------|
| E.logical All purpose-Neutral Cleaner <b>GS004</b> | WENCO-ChemBlend | Floor Cleaner       | GS-37 Green Seal         |
| E.logical All-purpose Oxygen Cleaner <b>GS005</b>  | WENCO-ChemBlend | All Purpose Cleaner | GS-37 Green Seal         |
| E.logical Glass Cleaner No VOC <b>GS006</b>        | WENCO-ChemBlend | Glass Cleaner       | GS-37 Green Seal         |
| Green Select Stripper                              | Hillyard        | Floor Stripper      | GS-37 Green Seal         |
| EP-22 Floor Finish                                 | Hillyard        | Floor Finish        | GS-37 Green Seal         |
| Illuminate Plus Disinfectant                       | WENCO           | Disinfectant        | EPA-Registered           |
| Extraction Pro                                     | WENCO           | Carpet Cleaner      | Pending GS-37 Green Seal |
|  |                 |                     |                          |

*\* These specific chemical (s) or equivalent product has been tested and selected. The choice of products and vendors can change without notice and are called out only to eliminate potential confusion as well as provided for informational purposes.*

## E.logical® Products and Uses

**E.logical Neutral Cleaner GS004:** Remarkable no rinse all purpose cleaner leaves surfaces sparkling clean. Amazing cleaning action safely lifts soils from floors, walls, woodwork and virtually any surface not harmed by water. Versatile, use it almost anywhere on almost any surface. Highly concentrated, non-corrosive, non-hazardous, nonflammable, low foam formulation works well in any water temperature and condition. Dries quickly, saves time and labor.

**E.logical GO2 Concentrate-Oxygenated Multi-purpose Cleaner-Spotter-Deodorizer GS005-GO Concentrate:** is a multi-purpose cleaner fortified with natural citrus cleaning power and Hydrogen 2 Peroxide. This stable combination along with a specialized surfactant system quickly attacks the most stubborn soils and stains on virtually all surfaces not harmed by water alone. This product is a perfect choice for cleaning ceramic tile countertops or shower walls to remove mold and mildew as well as helps to bring back the original new grout appearance with color safe oxygen bleaching. **GO Concentrate** also makes a great choice for general carpet spotting. Use it as a laundry pre-spotter on soiled clothes before laundering. Leaves no oily residue behind, and rinses

## E.logical® Products and Uses (continued)

freely with water. Butyl free contains no caustic bleaching agents. Biodegradable and environmentally responsible

**E.logical Glass Cleaner GS006:** V.O.C. Free, Fast streak free cleaning of windows and mirrors. Cleans tough soils, oily film, fingerprints, smears and smudges. Fast and easy cleaning, with a minimum of effort.

**WENCO® ILLUMINATE PLUS™** is a phosphate-free, pH neutral formulation designed to provide effective cleaning, deodorizing, and disinfection for hospitals, nursing homes, hotels, schools, restaurants, and food processing plants where housekeeping is of prime importance in controlling cross contamination from treated surfaces. This product, when used as directed, is formulated to disinfect the following hard non-porous inanimate environmental surfaces: floors, walls, metal surfaces, stainless steel surfaces, glazed porcelain, glazed ceramic tile, plastic surfaces, vanity tops, shower stalls, bathtubs, and cabinets. For larger areas such as operating rooms and patient care facilities, this product is designed to provide both general cleaning and disinfecting. This product is formulated to a neutral pH and will not dull high-gloss floor finishes with repeated use. **\*\*Kills Pandemic 2009 H1N1 Influenza A virus (formerly called swine flu).**

**WENCO® EXTRACTION PRO™** is a specialized cleaner that is formulated to be all natural and detergent free. The encapsulated technology allows for: • **Reduced Soil Re-deposition** – keeps the emulsified soils from redepositing back onto the carpet fibers. Any detergent free residue left after rinsing is crystallized for easy vacuum removal. • **Increases Cleaning Performance 2X** – increase cleaning capacity at a lower cost vs. carpet cleaning chemicals without encapsulation. Helps keep your carpets stay cleaner longer. It is versatile enough to be not only used for extraction, but for spotting, bonnet cleaning as well as traffic lane pre-spray. Safe for use on 5th generation carpets.

**Green Select Stripper-** Green Select Stripper is formulated to be non-toxic, phosphate free, biodegradable, and non-flammable, and it contains no dye or fragrance. Hillyard Green Select products are formulated to minimize impact on the environment, reduce the risk to human health, and at the same time improve worker safety.

**EP22-** is a 22 % solid, zinc-free, environmentally preferable floor finish. Its high solid content produces superior shine and builds improved gloss with less coats. EP-22 can be high speed burnished for superior shine and performs equal or better than traditional floor finish.

## **CUSTODIAL SERVICES TRAINING PLAN**

All Custodians have, or will attend training sessions geared towards improving their knowledge and skill. Employees will sign in using the Training Program Sign-In Sheet in order for this training to be documented.

Some topics that will be addressed include:

- Proper communication regarding custodial activities, including proper radio usage.
- Location of MSDS information and how to interpret
- Emergency procedures
- How to fill out supply orders, inventory and maintain custodial closets
- Safe use of cleaning products
- Proper use of personal protective equipment
- Green Cleaning procedures
- Proper disposal of chemicals and containers
- Established cleaning procedures
- Proper use of equipment
- Recycling education: what and how to recycle, how to reduce waste
- Floor care procedures
- MRSA training
- Customer service

In addition to this Custodial Services staff training, all custodians are encouraged to attend training offered by vendors.



**Custodial Services  
Training Program Sign-In Sheet**

Topic Description/Course Title: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Instructor: \_\_\_\_\_

| PRINT NAME | SIGNATURE |
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## Custodial Inspection Form

**Bldg.:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_ **Custodian:** \_\_\_\_\_

**Restroom Areas:**

|   | Yes                      | No                       | Comments |
|---|--------------------------|--------------------------|----------|
| Restock supply, clean dispenser           | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Empty trash, clean can, inserts new liner | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean glass mirrors                       | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean door, knobs, handles, kick place    | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| High, low, vents dusted                   | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean wall, partitions wall               | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean toilet bowls, urinals, fixtures     | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean sinks, countertops                  | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Sweep floor & mop                         | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Checks to see if light are out & changed  | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**Offices and Hallways areas:**

|   | Yes                      | No                       | Comments |
|---|--------------------------|--------------------------|----------|
| Empty trash, clean can, inserts liner     | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| High, low dusting                         | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean tables, shelves                     | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean walls, doors, handle, kick place    | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Sweep floor & mop or Carpet vacuum        | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Doors / Windows secured & lights turn off | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean entry door glass                    | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Checks to see if light are out & changed  | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**Classrooms and Conference room:**

|   | Yes                      | No                       | Comments |
|---|--------------------------|--------------------------|----------|
| Empty trash, clean can, inserts liner     | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| High, low dusting                         | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean tables, shelves, countertops        | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean walls, doors, handle, kick place    | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Clean sinks, restocks supply              | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Floor sweep & mop or Carpet vacuum        | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Chairs put back                           | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Checks to see if light are out & changed  | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Doors / Windows secured & lights turn off | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**Janitor Closet:**

|                           | Yes                      | No                       | Comments |
|---------------------------|--------------------------|--------------------------|----------|
| Supply fully stocked      | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Equipment Clean & orderly | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Barrel clean and orderly  | <input type="checkbox"/> | <input type="checkbox"/> | _____    |