

San Diego Community College District

Procedure
8101.1

DATE

GREEN CLEANING PLAN

This procedure is a District-wide directive. It assigns responsibility at the operating levels, and the coordination responsibility of the Green Cleaning Plan.

Based upon the guidelines for green cleaning specified by the United States Green Building Council, the San Diego Community College District has adapted these best practices.

FUNCTION

1. Definition

- a. Green Cleaning: Cleaning to protect health without harming the environment through implementing procedures and products that contribute to healthy surroundings for building occupants and cleaning staff and minimize the impact of cleaning operations on the environment.

IMPLEMENTATION

- A. The Vice Chancellor of Facilities Management is responsible for the District-wide Green Cleaning Plan.

- a. Facilities Services shall:

1. General Requirements

- a) Schedule routine cleaning that is frequent and thorough.
- b) Plan for possible accidents such as common spills, water leaks, weather-related problems and smoke and/or air contamination.
- c) Wear protective gloves and goggles when mixing.
- d) Minimize particle and moisture residue when cleaning.
- e) For all major cleaning operations, inform the building's occupants when cleaning operations are scheduled and any other information that may be applicable.
- f) Conduct an annual baseline review of the building beginning with the bottom of the building and moving upward. Seek out situations, sources and/or conditions that may contribute to pollution.

2. Building Exterior

- a) Look for sources of pollutants. These pollutants may include dirt surfaces, i.e. walkways and plantings; where pesticides, fertilizers and/or other chemicals are used; soils; poorly-drained surfaces, i.e. flat roofs and parking lots; reduce; automobile traffic; and local industries.
- b) Pay attention to the routes by which pollutants can enter the building.

3. Basement and Crawl Spaces

- a) Look for dust, debris, insects, standing water and moisture damage or seepage.
- b) Ensure that sump pumps and drains are in optimum working order, run water in pumps and drain on a regular basis.
- c) Examine flues, vents, back-draft dampers, fans and filters for condition and for obstructions.
- d) Regularly inspect, clean and replace filters for humidifiers and air delivery systems.
- e) Remove standing water.
- f) Clean floors on a regular basis.
- g) Control high humidity and excessive heat to prevent the growth of biocontaminants.

4. Maintenance – Building

- a) Ensure that fresh air intakes are far removed from truck loading locations and garbage dumpsters.
- b) Keep areas free of excessive wastes, particularly dusts, oils and greases.
- c) Clean exterior surfaces.
- d) Frequently collect and remove trash.

5. Entrance and Lobbies

- a) Provide walk-off mats, grates and other devices used to remove soil from foot traffic. Regularly clean these items. When foot traffic is unusually heavy, establish a specific protocol for handling.
- b) Use mild cleaning products for regular daily cleaning.
- c) Vacuum daily with strong suction, tight filter, rotating brush machines. Use high-efficiency vacuum bags and filters to capture particles.
- d) Do not saturate carpets/rugs. Too much water can damage carpets and create an environment for the growth of biocontaminants.
- e) Use carpet spot removal products when necessary.
- f) Dust mop hard floors daily.
- g) For hard floor stripping:
 - Strip floor finish only when necessary and refinish only areas where surfaces are worn.
 - Minimize the amount of floor finish strippers that are used.
 - Use the lowest concentration possible when adding water.
 - Use proper ventilation, i.e. open windows and fans and do not dispose of stripper products outside.

- h) To minimize tracking and to prevent stains, address spills on hard floors and carpets immediately.
- i) Clean draperies, curtains and blinds, as needed.

6. Stairs and Elevators

- a) Clean frequently to prevent the spreading of pollutants.
- b) Clean carpet/rugs and hard surfaces frequently to prevent the spreading of pollutants.
- c) Do not use landing or stairs as storage areas.

7. Living Areas

- a) To hold the dust, use a damp or microfiber dust cloth rather than a feather duster.
- b) Regularly dust and clean walls.
- c) Regularly clean rugs and hard surfaces.
- d) To improve lighting, clean windows and light fixtures.

8. Eating and Food Preparation Areas

- a) Clean food-preparation areas daily.
- b) Wash floors and vacuum carpets regularly. Deep clean carpets, as needed.
- c) Regularly inspect walls, ceilings and vents and clean, as needed.
- d) Check for food scraps and standing wastewater beneath sinks, washers, refrigerators and trash cans.
- e) Ensure that trash cans are covered and implement effective pest control.

9. Washrooms

- a) Check floors for standing water that can create slippery conditions and biocontamination.
- b) Ensure that floor drains are functioning properly.
- c) Daily (minimum) cleaning is required for the following tasks:
 - removing trash and replacing can liners as necessary;
 - refilling dispensers, as necessary;
 - repairing broken, contaminated and/or leaking dispensers;
 - cleaning toilets and urinals with a non-acid bowl cleaner;
 - cleaning showers with a non-acid bowl cleaner;
 - cleaning mirrors and other glass surfaces;
 - cleaning walls, ceiling, doors and light switches;
 - disinfecting all surfaces and fixtures;
 - cleaning all floors and wet mopping with a cleaner/disinfectant.
- d) Weekly deep cleaning should include the following:
 - removing graffiti;
 - cleaning stained toilet bowls;
 - removing shower tile deposits;
 - cleaning air vents in shower areas.

- e) Use mild products for regular daily cleaning and use stronger products for special deep cleaning, only if required.
- f) For bacterial removal, the following practices are required:
 - Unless surfaces are in good condition, clean them and then use a separate disinfectant.
 - Select products that contain the specific EPA-registered ingredients needed to destroy the germs within the building.
 - Dilute and leave disinfectants working according to manufacturer's direction on the label.

10. Custodial Closets and Storage Area

- a) Store only clean equipment and supplies.
- b) Regularly remove trash and waste products and wash and disinfect the floors.
- c) Check to ensure that all drains are operating properly.
- d) Keep areas well ventilated and dry.
- e) Properly dispose of all waste products.

11. Mechanical, Attics and Upper Areas

- a) Frequently clean and check for leaks, standing water, dust and debris.
- b) Check for pests, birds, rodents and other vermin.

12. Pest Control

- a) Eliminate all sources of food, i.e. scraps from the eating areas.
- b) Keep waste in tight containers and away from the building.
- c) When necessary, add physical barriers to prevent pest entry. Screen for chimneys, air curtains and other barriers may be required.
- d) Inspect and monitor pest population sites. Modify their living habitats by removing clutter and relocated outside light sources which may attract certain species.
- e) When traps are required, use light traps, glue boards and snap traps.

13. Acceptable Cleaning Products

- a) Acceptable cleaning products are those which are green State certified, the Design for the Environment (DfE) Program which is the one of the EPA's premier partnership programs or other recognized and accepted organizations.

FORMS/REFERENCES

1. San Diego Community College District policy is outlined in [Policy](#).