Florida Gulf Coast University
Green Housekeeping

Green Housekeeping Statement of Purpose

Florida Gulf Coast University is committed to providing a healthy indoor environment for the occupants of all our buildings that is conducive to learning, while establishing and maintaining a clean, safe, and productive work place.

Training Requirements and Procedures

FGCU contracts with cleaning service provider, USSI Clean. USSI is certified as a (OS1)® Green Certified Program, requiring and implementing employee training through a combination of continuing on-the-job training and formalized class-room sessions which helps USSI employees upgrade their skills on a regular basis. Key components of the (OS1)® training requirements include:

- A comprehensive training schedule with specific training modules, developed for each functional specialist.
- Various training formats, including video, live demonstration, on-the-job, written, and verbal.
- Training records for each employee, showing the type and date of each training class attended.
- Employee promotion incentives based on training and demonstrated skills.

Green Seal GS-42 Performance Standards

Green Seal Standards accepted and followed at FGCU are noted in Green Seal’s Standard Summary Publication:

Planning Requirements
- Develop and maintain a set of written standard operating procedures to be available to all cleaning personnel and clients.
- Have a building-specific green cleaning plan in place: communications and feedback, schedules, specifics on floor maintenance, high-traffic areas, vulnerable populations, special areas, IPM, etc.
- Have a plan for use and quarterly maintenance of powered equipment, as well as a plan for phasing out equipment that doesn’t meet the standard’s criteria.

Products, Supplies, and Equipment Requirements
- For major specified categories, use only environmentally preferable products certified by an eco-label or designated by a national program.
- New powered cleaning equipment must meet criteria in the standard, and those that doesn’t must be phased out.

Cleaning Procedure Requirements (sample)
- Chemicals: Use efficiently to limit waste and exposure.
- Solid waste: Reduce by minimizing packaging, reusing supplies and recycling.
- Entryways: Criteria for walk-off matting and frequent cleaning.
- Floor care: Follow specifics for routine and restorative maintenance of floors and carpet.
• Disinfection: Use EPA-registered disinfectants only where needed and as directed.
• Restrooms: Clean and disinfect; do not mingle equipment with other areas.
• Dining areas and break rooms: Clean and sanitize surfaces daily.
• Trash and Recycling: Inspect and pull as needed, work with management to support their program.
• Indoor plants: Collect debris; keep away from carpet and vents.
• Vulnerable populations: Reduce exposure to and use of chemicals.

Communication Requirements
• Develop plan in conjunction with owners, managers, occupants to ensure good communication with cleaning personnel and facility managers.
• Through this plan, the cleaning service shall:
  o Provide staff training and two-way communication.
  o Facilitate reduction in cleaning and treatment (e.g., spill reporting procedures).
  o Notify managers of cleaning products used, make a list of all chemicals, provide material safety data sheets and list a contact person for building.
  o Communicate with manager about special needs of occupants and have a mitigation plan.

Training Requirements
• All cleaning personnel must have 12 hours training upon hiring regarding proper use, handling, and procedures before cleaning independently.
• Site-specific training covering facility green cleaning plan, tailored procedures and hazards.
• All cleaning personnel must have 24 hours of continuing training annually.
• Records of training must be maintained.

Certification Process
• Fill out the Preliminary Application at www.greenseal.org.
• Green Seal staff will solicit data on company size, number of green-cleaned accounts or facilities.
• Certification and annual monitoring fees are based on annual revenue of company, number of accounts cleaned and other factors.
• Green Seal will evaluate standard operating procedures, records, etc., and audit a certain number of accounts or facilities, based on total.
• Upon certification the cleaning service provider will be licensed to use the Green Seal.
• Certification Mark to promote green-cleaned buildings.

Labeling Requirements
• Certification applies to the specific cleaning service, and the Green Seal certification mark may be used in advertising that service.
• Facilities cleaned by certified service may be so designated:
  “This facility is cleaned by a service that meets the criteria of Green Seal’s Environmental Standard for Cleaning Services for reduced toxicity, waste, and exposure.”

Housekeeping Policies and Environmental Cleaning Solution Specifications

All products used are non-hazardous, have a low environmental impact, and meet the criteria set forth by Green Seal Standards. All products are concentrated, in pre-measured packages that match the water levels of traditional buckets, tanks, and spray bottles. Products are packaged in polyethylene envelopes, reducing packing disposal. Chemicals and practices that are not (OS1)® - compliant and Green Seal Certified are prohibited.

See the FGCU Green Process Documentation. (attachment)
See MSDS Product Specifications. (attachment)
See Green Seal Standards. (attachment)