

**Iowa State University Facilities Planning and Management
Custodial Services Department**

Green Cleaning Guidelines

Introduction

As established in the FP&M Custodial Services Mission Statement:

Custodial Services is committed to meeting the needs of our customers by safely delivering a clean and healthy learning and working environment.

And as well in our vision statement:

It is the vision of Custodial Services to be an efficient, customer-oriented service organization that creates a clean, healthy and safe environment for students, faculty, staff and visitors in support of the university's mission.

However, FP&M Custodial Services willingly embraces a sense of responsibility that demands that we do more. We fulfill our mission and vision in a manner that is both earth and human friendly. In keeping with our vision FP&M Custodial Services affirms its commitment to environmental stewardship and sustainability, both contained in the 'Green Cleaning Policy'. This policy requests that building occupants do their part. But 'Green Cleaning' comprises an entire program affecting our choice of cleaning solutions, practices, and equipment, our goals for personnel training, and custodial personnel commitment to practice cleaning and sanitation procedures that are environmentally conscious.

Iowa State University Facilities Planning and Management Custodial Services Department

Green Cleaning Policy

Purpose, Goals and Strategies

Purpose

FP&M Custodial Services has established this policy to reduce exposure of building occupants and custodial personnel to potentially hazardous chemical contaminants that adversely impact air quality or impede occupants' well-being. In short, we want to control the health-negative components both within the indoor as well as the outdoor environment.

Goals and Strategies

Green Cleaning goals are to minimize the exterior's impact on the local environment and to emphasize and practice environmentally safe, low-impact cleaning chemicals and practices. FP&M Custodial Services continually aims to improve its environmental performance by:

- Educating, training, and motivating custodial staff to work in an environmentally responsible manner.
- Ensuring that all custodial staff are aware of their responsibilities in implementing this environmental policy.
- Conserving energy, water, and other resources while still providing a cleaned and sanitary environment.
- Complying with all relevant current legislation and industry standards.
- Using cleaning products that meet Green Seal standard GS-37 or products with low -volatile organic compounds (VOC) whenever applicable.
- Using products that meet EPA standards with high post-consumer recycled content.
- Using equipment with good filtration.
- Eliminating all phosphates and aerosol products.
- Using concentrated cleaning products when available.
- Using chemicals that are automatically and accurately diluted using cold water.
- Using products that are packed with recycled materials.

Iowa State University Facilities Planning and Management Custodial Services Department

Purchasing Criteria

Cleaning products contracts are issued through the Iowa State Procurement Department based on criteria provided by FP&M Custodial Services. These contracts are issued every five years (last done October 2016). During the bidding cycle requests for proposals are evaluated using the criteria listed below. Our goal is that >90% of all the products we use in our daily routine meet the following criteria:

- The cleaning products meet one or more of the following standards for the appropriate category:
 - Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes
 - Environmental Choice CCD-110, for cleaning and degreasing compounds
 - Environmental Choice CCD-146, for hard-surface cleaners
 - Environmental Choice CCD-148, for carpet and upholstery care.
- Disinfectants, metal polish, floor finishes, strippers or other products not addressed by GS-37 or Environmental Choice CCD-110, 146, or 148 shall meet at least one of the following standards for the appropriate category:
 - Green Seal GS-40, for industrial and institutional floor-care products
 - Environmental Choice CCD-112, for digestion additives for cleaning and odor control
 - Environmental Choice CCD-113, for drain or grease-trap additives
 - Environmental Choice CCD-115, for odor-control additives
 - Environmental Choice CCD-147, for hard-floor care
 - California Code of Regulations maximum allowable VOC levels for the specific product category.
- Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:
 - U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
 - Trash Can Liners with a thickness of less than 0.7 mil will be excluded from the performance calculation according to LEED Interpretation ID#2460 (4/6/2009)
 - Green Seal GS-09, for paper towels and napkins
 - Green Seal GS- 01, for tissue paper
 - Environmental Choice CCD-082, for toilet tissue
 - Environmental Choice CCD-086, for hand towels
 - Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
- Hand soaps meet one or more of the following standards:
 - No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements)
 - Green Seal GS-41, for industrial and institutional hand cleaners
 - Environmental Choice CCD-104, for hand cleaners and hand soaps.

Iowa State University Facilities Planning and Management Custodial Services Department

Equipment purchases are handled by Iowa State Procurement Department based on specifications set by FP&M Custodial Services. Equipment is purchased on an annual basis, with specialized equipment as needed. Bidding criteria includes the following and all selected equipment shall meet these criteria:

- Vacuum cleaners shall capture 96% of particulates 0.3 microns in size and shall operate with a sound level less than 70dBA. The vacuum should not affect the texture appearance of the carpet more than a one-step change based on one year of normal vacuum use.
- Carpet extraction equipment for restorative, deep cleaning shall remove >75% of soil after water only cleaning operation and shall leave <272 g/m² (8oz/yd²) residual moisture in carpet immediately after cleaning operation. No more change in deterioration of the carpet pile surface shall be visible after eleven (11) cleaning cycles are applied to commercial cut pile carpet.
- Powered floor equipment—e.g., electric and battery-powered floor buffers and burnishers—is equipped with vacuums, guards and/or other devices for capturing fine particulates, and operates with a sound level less than 70dBA.
- Automated scrubbing machines are equipped to allow introduction of pre-metered cleaning fluids.
- Battery-powered equipment is equipped with advanced glass mat (AGM) and gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

‘Green’ Cleaning Products and Equipment

Below is a list of environmentally preferable cleaning products and equipment that are currently used by FP&M Custodial Services. Using other cleaning products in this building is strictly prohibited.

1. Cleaning Chemicals:

The Brulin chemical dispenser system features a single compact dispenser designed to accurately mix and dispense a wide range of concentrated cleaning chemicals. Only cold water will be used.

- TerraGreen Neutral Cleaner (Green Seal Certified)
- TerraGreen Degreaser (Green Seal Certified), heavy- duty green cleaner is ideal for deep scrubbing prior to recoat.
- TerraGreen Blue Glass Cleaner (Green Seal Certified) – independently proven to be an environmentally responsible cleaner. Fast acting, no streak glass and surface cleaner for routine multi-surface cleaning.
- Spartan Chemicals Green Solutions – Ready to Use Restroom Cleaner (Green Seal Certified)
- Envirox Mineral Shock #141 – Lime and Scum remover (Green Seal Certified)

2. Floor Finish:

- Spartan Chemicals Green Solutions - Floor Finish Remover (Green Seal Certified)
- Spartan Chemicals Green Solutions - Floor Seal & Finish (Green Seal Certified)

3. Paper Products:

Paper Towel:

Manufacturer: Kimberly-Clark Professional; Brand: SCOTT® Essential High Capacity Hard Roll Towel is the following attributes: meets EPA for post-consumer waste (40%), Chlorine free, 60% recycled fiber content, Forest Stewardship Council (FSC) and ECOLOGO certified.

Iowa State University Facilities Planning and Management Custodial Services Department

Toilet Tissue:

Manufacturer: Kimberly Clark Professional; Brand: SCOTT® Coreless JRT Jr 2-ply Bathroom Tissue brings you high capacity, with each roll having 15% more tissue than standard Jumbo Roll Tissue Jr. rolls. Elemental chlorine-free (ECF) bleaching, Meets EPA guidelines for post-consumer waste – minimum of 20%, Waste reduction with 100% elimination of core waste, 15% more paper per roll.

4. Other products:

- High-density trash liners contain at least 30% recycled content
- GOJO® Green Certified Foam Hand, Hair & Body Wash; ECOLOGO certified and USDA certified biobased product; SMARTFLEX™ bottle design uses 30% less material than HDPE

5. Equipment:

- Microfiber (oil-free) dust and wet mops.
- EchoMop 1400 – Wet Mops with 30% post-consumer and 67% post industrial waste. Made from Pop Bottles.
- EchoAdvantage Dust Mops – Dust Mops with 30% post-consumer and 67% post industrial waste. Made from Pop Bottles.
- Matting by Design – Sbemco entrance mats - 8 bottles per square ft. One 7 X 10 mat keeps 560 water bottles out of the land fill.
- Super QuarterVac® HEPA Pro Team backpack vacuum with four-level filtration.
- Advance Aqua Spot Carpet Spot Extractor

Recycling Program

The following products are to be recycled using product specific appropriate methods.

- Floor pads are recycled until they are unusable.
- Micro-fiber cleaning cloths
- Micro-fiber wet mops
- Micro-fiber dust mops
- Other recycled commodities (papers, cardboards, fluorescent lights)

Iowa State University Facilities Planning and Management Custodial Services Department

Training Program:

Custodial staff is trained to clean in an environmentally friendly and safe manner using green cleaning products. New custodians are trained on the processes for green cleaning, and the importance of following these procedures is explained. All employees receive ongoing training on the importance of green cleaning.

Customer Feedback

Iowa State University employees, staff and building occupants can request services using the on-line Facilities Planning & Management Request for Services Form. This system feeds into our Financial Accounts Management Information System (FAMIS). The FAMIS system is the work horse system for all Facilities operations at the University.

Customers are selected at random annually, each November, to comment on the quality of the services they receive. Survey results are tabulated and are forwarded to the manager responsible for the area. There is also an anonymous feedback form available on the Custodial Services web page.

In addition to the above, customers may call the Customer Service Center 24 hours a day to request, track or provide feedback on services. All issues are forwarded to the Supervisor responsible for the building. The goal is for 100% of these issues to be resolved within a two week time period.

Safe Handling and Storage

Custodians are trained in the safe handling of chemicals, including a review of the Safety Data Sheets (SDS) for each chemical. The training includes instructions to not mix different chemicals and the actions to take in the event of accidental chemical contact with skin or eyes.

Custodians are instructed to report accidents and spills immediately. All accidents are documented and investigated. Custodians are also required to inform their supervisor of any adverse reactions to using chemicals.

Chemicals are stored away from heat, sunlight and foodstuffs in dedicated storage rooms and custodial closets. All containers and spray bottles are clearly labeled. The transfer or storage of cleaning chemicals in unmarked containers, food containers or drink containers is prohibited.

Iowa State University Facilities Planning and Management Custodial Services Department

Hand Hygiene

Healthy hand hygiene is promoted by providing soap and soap dispensers in janitorial closets, kitchen areas, bathrooms, break rooms and locker rooms. Custodians are required to wash their hands on a routine basis while servicing the facility.

Vulnerable Populations

To protect vulnerable building occupants, custodians use only low/no VOC cleaning products. Cleaning activities which require stronger chemicals, such as floor restoration, will be completed when the building is unoccupied, whenever possible. A high level of building cleanliness will be maintained to minimize the presence of irritants.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

Green Cleaning Processes and Procedures

HARD FLOOR, CORRIDOR, DUST MOP, GREEN PROCESS

Purpose: To remove litter, dust and light soil from the floors in preparation for wet mopping or automatic floor scrubbing. All inside sweeping should be accomplished by dust mopping or vacuuming in order to minimize or eliminate the potential of infectious germs via dust.

Materials Required

1. 24” Quick Connect Frame - 24” Microfiber Dry Room Pads • Q424 - Quick Connect Handle of Choice (or)
2. Dust Mop Handle and Echo Advantage Green Microfiber Enhanced Dust Mop Head
3. Broom
4. Dust pan and counter brush
5. Long handled scraper
6. Personal protective equipment as needed.

Preparation

1. Wear appropriate personal protective equipment.
2. Pick up large debris and newspapers and dispose of properly.
3. Wipe up any liquid spills on the floor. You cannot dust mop a wet floor. Scrape up gum and caked-on soil from the surface.
4. Sweep any loose soil and litter from the corners and crevices to the center of the area.
5. Attach a clean dust mop pad to the Quick Connect Frame.

Procedure

1. Dust mop the corridor

- A. Affix Quick Connect Handle to frame.
- B. Place a clean Microfiber Dry Room Pad on the floor with white backing side up. Center the Quick Connect Frame over the pad then slide it down to attach the pad with hook and loop system. (or)
- C. Place a clean Echo Advantage Dust Mop Head on your dust mop handle and frame.
- D. Starting at the far corner of the room dust mop the floor using overlapping “Figure 8” strokes while moving backward toward the doorway.
- E. Do not lift the dust mop head from the floor once you have started. Use the

Iowa State University Facilities Planning and Management Custodial Services Department

swivel motion of the frame and wrist action to change direction.

- F. Move all carts and equipment, dust mop carefully underneath them, and replace them after passing.
- G. Remove any gum or other sticky residue by gently prying it loose with the long handled scraper.
- H. After dust mopping the entire area, gently sweep the pile of litter and dirt into the dustpan using the counter brush. Be careful not to stir up the dust. Dispose of the soil into an appropriate trash container. Never leave a pile of debris in the corner for later pick-up.
- I. After dust mopping each room, remove the microfiber pad or dust mop head from frame for laundering.

2. Clean up

- A. Remove the soiled dust mop pad or head and bag it for laundry.
- B. Return all equipment to the proper storage area.
- C. Store all dust mops and brooms off the floor.

3. Notes

- A. During the winter months as sand is being tracked into the buildings the dust mop pad will need to be changed frequently.
- B. Never leave the dust mop sitting on its head on finished floors or carpet.

Safety

- 1. Never stir up the dust in the room by shaking the dust mop. This can cause infectious germs to be spread and defeats the purpose of dusting.
- 2. Never leave the dust mop unattended - do not prop it up against the wall or furniture since it could easily fall causing an accident.
- 3. Be alert and watch for people stepping out of doorways into your path to avoid tripping them with the dust mop.
- 4. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious materials.
- 5. Be careful not to hurt yourself when moving furniture or any other heavy objects. Always practice proper lifting techniques and ask for assistance when necessary.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

**HARD FLOOR, WET/DAMP MOP; CLEAN/DISINFECT USING
MICROFIBER MOPS, GREEN PROCESS.**

Purpose: To protect and beautify the floor, to maintain uniform slip resistance, and to make the floor easier to maintain.

Materials Required

1. TerraGreen Neutral Cleaner (Green Seal Certified)
2. 18” Quick Connect Frame
3. 18” Microfiber Wet Pad • Q410
4. Quick Connect Handle of choice
5. Wet floor signs
- 6.

Preparation

1. Wear appropriate personal protective equipment.
2. Properly dispense the appropriate cleaning solution into the mop
3. Set up the wet floor signs.

Procedure

1. Mop the floor
2. Place safety floor sign(s) in all pedestrian walkways.
3. Affix mop handle to frame.
4. Place a clean, dry Microfiber Wet Pad on floor with white backing side up.
5. Hold Quick Connect Frame over pad, then slide it down to attach pad with hook and loop system.
6. Fill bucket to desired level with water and recommended volume of cleaning solution.
7. Place microfiber flat mop into bucket and maneuver bucket to desired location by steering with mop handle. Lift mop from bucket onto the sieve and, holding handle upright (perpendicular to floor), press straight down and wring pad to desired wetness. Bucket should not move.
8. Rotate pad 180° and wring from other side.
9. Place mop on floor and use overlapping “Figure 8” strokes to clean.
10. Start mopping at far corner of room or end of hall.
11. Progressively work backwards until pad becomes too dry.
12. Dip mop into bucket and repeat steps 7 through 10 as required to complete the job. Note: Change pad when too soiled to clean.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

13. When job is complete, empty bucket into floor drain. If a floor drain is not available, take bucket to custodial room sink and pour contents using one of the front corners as a pouring spout.
14. Rinse pad with clean water and dry or remove pad from frame for laundering using one of two methods: A. Using fabric loop on pad, peel pad away from hook and loop fastening on frame. B. Step on edge of pad frame with left foot and edge of pad with right foot. Pull frame up and pad will peel away from hook and loop backing. Lift pad by fabric loop for laundry or drying, or pick up soiled pad by turning pad 90° and touching end of frame on center of pad to lift up.
15. Since the pad now folds downward in half, it can easily be removed from the frame and dropped into a laundry bag.
16. If you are disinfecting the floor with a disinfectant cleaner, perform the two following additional steps.
17. Use enough disinfectant solution to keep the floor wet while the disinfectant cleaner works.
18. Change the disinfectant solution as soon as you see that it is soiled.
19. Remove the wet floor signs after the floor is completely dry.
20. Empty the mop bucket.
21. Rinse the mop bucket and wringer.
22. Rinse and wring out the mop and hang it up to dry. If the mop is visibly soiled, bag it and send it to the laundry.

Safety

1. Always post caution signs appropriately.
2. Follow all established safety procedures.
3. Wear all appropriate personal protective equipment (glasses, gloves, etc.).
4. Wet mop each room with a clean pad to help prevent cross-contamination.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

**HARD FLOOR, WET/DAMP MOP, CLEAN/DISINFECT, GREEN
PROCESS**

Purpose: To protect and beautify the floor, to maintain uniform slip resistance, and to make the floor easier to maintain.

Materials Required

1. TerraGreen Neutral Floor Cleaner #1 (Green Seal Certified)
2. Mop bucket and wringer
3. Clean Echomop with Bamwood bamboo mop handle
4. Wet floor signs

Preparation

1. Wear appropriate personal protective equipment.
2. Properly dispense the appropriate cleaning solution into the mop bucket so it is half-full.
3. Set up the wet floor signs.

Procedure

- 1. Mop the floor**
 - A. Wet the mop in the solution and wring out the excess solution.
 - B. Clean the edges of the floor and the baseboards first.
 - C. In the open area of the floor, use a figure-eight motion and turn the mop over after every few strokes. Rinse and wring out the mop frequently.
 - D. In heavily soiled areas, change the cleaning solution frequently.
- 2. For disinfecting**
 - A. If you are cleaning a health care facility or if you are disinfecting the floor with a disinfectant cleaner, perform the two following additional steps.
 - B. Use enough disinfectant solution to keep the floor wet while the disinfectant cleaner works.
 - C. Change the disinfectant solution as soon as you see that it is soiled or as directed by your facility.
- 3. Remove wet floor signs**
 - A. Remove the wet floor signs, only after the floor is completely dry.
- 4. Clean up**
 - A. Empty the mop bucket.
 - B. Rinse the mop bucket and wringer.
 - C. Rinse and wring out the mop and hang it up to dry. If the mop is visibly soiled, bag it and send it to the laundry.

Iowa State University Facilities Planning and Management Custodial Services Department

Safety

1. Always post caution signs appropriately.
2. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

CLASSROOM, CLEAN, GREEN PROCESS

Purpose: To provide a clean, attractive classroom environment that enhances the image of the facility.

Materials Required

1. TerraGreen Neutral Cleaner (Green Seal Certified)
2. Hand pail
3. Clean microfiber cloths
4. Long handled microfiber duster
5. Dust mop handle and Echo Advantage Dust Mop Head
6. Clean microfiber wet mop or Clean Echomop
7. Press wring Microfiber mop bucket
8. Dust pan and counter brush
9. Long handled scraper
- 10."Wet Floor" caution signs
- 11.Vacuum cleaner with HEPA filter
- 12.Plastic liners for waste containers
- 13.Personal protective equipment as needed

Preparation

1. Properly dispense the appropriate cleaning solution in the hand pail and mop bucket.
2. Take equipment to assigned area.
3. Wear the appropriate personal protective equipment.

Procedure

1. Remove general waste

- A. Close, twist, and tie a knot in the top of the plastic trash can liner while it is still in the container.
- B. Use caution and look for protruding objects in the waste containers. NEVER reach into or push on the bag to compress the trash.
- C. Place the bag of trash into the container on your cart or take it to the waste pick up site.
- D. Wipe all surfaces of the waste container with cleaning solution and allow to air dry, as necessary (at least once per month).
- E. Reline the container with an appropriate trash liner.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

2. High dust

- A. Using the long handled duster, high dust the tops of items on the walls that are at or above your shoulder height.
- B. Include items such as pictures, plaques, mirrors, bulletin boards, marker/chalk boards, and tops of partitions, vents, tops of cabinets, coat racks, and window/door frames.

3. Clean White boards

- A. Damp clean the White board using a cloth dampened in an approved cleaner or water. Be sure to damp wipe the marker tray. Do not wash the white board if word "Save" or "Do Not Erase" is written on it. If the marker is not easily removed, report this to your Supervisor.
- B. Wipe out the white board tray with the damp cloth.

4. Damp dust walls, tables and furniture

- A. Dampen the cloth in the cleaning solution and wring out all excess solution to avoid drips.
- B. Damp dust the door and wall features such as thermostats, light switches, ledges, and windowsills. Spot clean visible soil from doors, walls, windows and blinds as needed,
- C. Using a cloth dampened in the cleaning solution, damp dust the furnishings/furniture such as tables, lights, bookcases, file cabinets, chairs, desk, coat racks, and lecture podiums.
- D. Pay particular attention to the classroom chairs, tables, and desks assuring all surfaces of these items are cleaned as needed including seats, writing surfaces, and legs.
- E. NOTE: Do not disturb papers or personal items on top of the furniture in classrooms.
- F. PERIODICALLY: Polish any wood furniture following the label directions.

5. Clean the floor - hard surface

- A. Remove any gum or sticky residue from the floor by gently prying it loose with the long handled scraper.
- B. Dust mop the floor.
- C. Use the brush and dustpan to pick up the soil.
- D. Dispose of the soil into an appropriate container.
- E. Post caution (wet floor) sign in doorway.
- F. Dip the mop into the solution and press out excess water.
- G. Clean the edges of the floor.
- H. In the open area of the floor, use a figure-eight motion. Rinse and wring out the mop frequently. Change water as needed.
- I. Be sure to mop underneath and behind furniture including waste containers.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

J. Remove the wet floor sign after the floor is completely dry.

6. Clean the floor - carpeted

- A. Pick up large debris.
- B. Plug the vacuum into a wall outlet. Move to the far side of the room.
- C. Vacuum back and forth using overlapping passes.
- D. Be sure to vacuum underneath and behind furniture including waste containers.
- E. Spot clean carpets as needed using recommended procedures.
- F. PERIODICALLY: Vacuum the carpet edges. Follow your facilities standard of frequency for this procedure.

7. Clean up

- A. Turn off lights.
- B. Clean all equipment, Return all equipment and supplies to the appropriate area.
- C. Let all soiled mop heads and cleaning cloths dry out then bag for laundry.
- D. Remove your personal protective equipment and wash your hands.

Safety

- 1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
- 2. Avoid running over the electrical cord with the vacuum cleaner; manage the cord so as to work away from the outlet rather than toward it.
- 3. Always post caution signs appropriately.
- 4. Use caution when moving furniture or other heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.
- 5. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

LAVATORIES AND SINKS, CLEAN, GREEN PROCESS

Purpose: To maintain a clean and attractive environment which reduces the likelihood of cross infection and enhances the image of the facility.

Materials Required

1. TerraGreen Neutral Cleaner (Green Seal Certified)
2. Cleaning cloths or Paper Towels
3. Scrubbing sponge
4. Gloves and goggles

Preparation

1. Properly dispense the appropriate cleaning solution.

Procedure

1. Clean the sinks and lavatories

- A. Apply disinfectant cleaner to the ALL surfaces of the fixture.
- B. Let the disinfectant dwell for the time listed on the product label. This contact time must be observed. The surface being disinfected needs to remain damp and saturated with product for the duration of this contact time.
- C. Using a clean cloth that has been dampened with the disinfectant cleaner, clean the inside of the lavatory, the exterior surface, all metal handles and faucets.
Wipe down the plumbing underneath the fixture as well.
- D. Wipe all metal fitting dry to avoid spotting.
- E. Use an abrasive hand pad with the bathroom cleaner to remove stains. Be sure to follow the manufacturer's recommendations for stain removal, especially on specialty surfaces.
- F. Rinse the lavatory and dry with a clean cloth.

2. Clean up

- A. Bag the soiled cleaning cloths for daily laundering.
- B. Dispose of soiled paper towels properly.
- C. Return all chemicals and equipment to proper storage locations.

Safety

1. Always use all cleaning chemicals exactly as directed by the label. Follow all recommended safety precautions.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

2. Be careful not to splash any cleaning chemicals into your eyes, nose, and mouth or onto your skin. Always wear gloves and goggles.
3. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
4. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.
5. Be sure to check underneath the lavatory and around the plumbing for sharp edges that could cut your hand - proceed with caution.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

**COMMODES AND URINALS, CLEAN AND DESCALE, GREEN
PROCESS**

Purpose: To maintain a clean and attractive environment which reduces the likelihood of cross infection and enhances the image of the facility.

Materials Required

1. Spartan Chemicals Green Solutions – Ready to Use Restroom Cleaner (Green Seal Certified)
2. TerraGreen Neutral Cleaner (Green Seal Certified)
3. Cleaning cloths
4. Bowl mop
5. Scrubbing sponge
6. Gloves (and goggles if splashing is likely to occur)

Preparation

1. Properly dispense the appropriate cleaning solution.

Procedure

1. Clean and descale the commodes and urinals

- A. Flush the commode or urinal and reduce the water level by pumping with the bowl mop.
- B. Apply cleaner to the interior surfaces of the fixture.
- C. Clean the inside of the fixture with the bowl mop paying particular attention to the underside of the flush rim (this prevents the accumulation of bacteria that can spread disease and create unpleasant odors).
- D. Apply disinfectant cleaner to the ALL surfaces of the fixture.
- E. Let the disinfectant dwell for the time listed on the product label. This contact time must be observed. The surface being disinfected needs to remain damp and saturated with product for the duration of this contact time.
- F. If necessary, use the Restroom Cleaner to descale the flush rim. Squeeze the Restroom Cleaner onto the bowl mop, not into the bowl. Run the mop around the flush rim and then around the rest of the bowl. Flush immediately.
- G. Clean the exterior, seat, and lid of the commode using a clean cloth.
- H. Wipe up any spills.

2. Clean up

- A. Let the soiled cleaning cloths dry out then bag for laundry.
- B. If required, return the bowl cleaner to the supply closet at the end of the shift

Iowa State University Facilities Planning and Management Custodial Services Department

(it should only be on the cleaning cart when needed for the descaling procedure).

Safety

1. Always use all cleaning chemical exactly as directed by the label following all recommended safety precautions.
2. Be careful not to splash any cleaning chemicals into your eyes, nose, and mouth or onto your skin. Always wear gloves and goggles.
3. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
4. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage - especially the Restroom Cleaner.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

DISPENSERS, PAPER TOWEL, CLEAN AND REFILL, GREEN PROCESS

Purpose: To maintain an ample supply of dispensed items at all times for the convenience of patients, visitors and staff thus encouraging personal hygiene and, therefore, the reduction or elimination of cross infections.

Materials Required

1. 46100 EcoSoft Universal Roll Towel
2. Damp cloth
3. Dry cloth
4. TerraGreen Neutral Cleaner (Green Seal Certified)
5. Spray bottle

Preparation

1. Properly dispense the appropriate cleaning solution.

Procedure

1. Clean and refill the paper towel dispensers

- A. Open or unlock the dispenser. Be careful not to let it fall open as it can scratch the wall or hurt you.
- B. Remove any paper towels and damp dust the inside of the unit in order to remove loose paper dust.
- C. Replace paper towels and add as necessary in order to fill the unit. Be sure to place the free end of the roll towels under the front roller of the dispenser and feed the towels through the rollers. Check to be sure the towels dispense easily.
- D. Close and lock (where appropriate) the dispenser making sure it is secure and will not fall open and hurt someone.
- E. Damp wipe the outside of the unit with the cleaning chemical and dry it completely.
- F. Report any broken or malfunctioning units to maintenance or other appropriate person for repair.

2. Clean up

- A. Let cloths dry and bag for laundry.
- B. Return all equipment and extra product to proper storage.

Safety

1. Be careful of sharp edges on dispensers - these can easily cut you. Report

Iowa State University Facilities Planning and Management Custodial Services Department

this condition to your Supervisor so that the edges can be filed down or the dispensers replaced.

2. Always be sure the dispensers are locked to prevent spilled product or injury.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be careful not to splash any cleaning chemicals into your eyes, nose, and mouth or onto your skin. Always wear gloves and also wear a mask or goggles if necessary for protection - especially if there is a danger that chemicals could drip down into your face.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

DISPENSERS, SOAP, CLEAN AND REFILL, GREEN PROCESS

Purpose: To maintain an ample supply of dispensed items at all times for the convenience of patients, visitors and staff thus encouraging personal hygiene and, therefore, the reduction or elimination of cross infections.

Materials Required

1. Liquid hand soap (appropriate for dispenser)
2. Damp cloth
3. Dry cloth
4. TerraGreen Neutral Cleaner (Green Seal Certified)
5. Spray bottle

Preparation

1. Properly dispense the appropriate cleaning solution.

Procedure

1. Clean and refill the soap dispensers

- A. Inspect soap dispensers to ensure that there is an adequate supply of soap and that they are not clogged.
- B. If the soap is low, replace.
- C. Clean the exterior of the dispenser with a damp cloth and the all-purpose cleaner and dry it completely.
- D. Report any broken or malfunctioning units to maintenance or other appropriate person for replacement.

2. Clean up

- A. Let all soiled cleaning cloths dry out then bag for laundering.
- B. Return all equipment and extra product to proper storage.

Safety

1. Be careful of sharp edges on dispensers - these can easily cut you. Report this condition to your supervisor so that the edges can be filed down or the dispensers replaced.
2. Always be sure the dispensers are locked to prevent spilled product or injury.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be careful not to splash any cleaning chemicals into your eyes, nose, and mouth or onto your skin. Always wear gloves and also wear a mask or

Iowa State University Facilities Planning and Management Custodial Services Department

goggles if necessary for protection - especially if there is a danger that chemicals could drip down into your face.

5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

DISPENSERS, TISSUE, CLEAN AND REFILL, GREEN PROCESS

Purpose: To maintain an ample supply of dispensed items at all times for the convenience of patients, visitors and staff thus encouraging personal hygiene and, therefore, the reduction or elimination of cross infections.

Materials Required

1. Tissue rolls
2. Damp cloth
3. Dry cloth
4. TerraGreen Neutral Cleaner (Green Seal Certified)
5. Spray bottle

Preparation

1. Properly dispense the appropriate cleaning solution onto a damp cloth.

Procedure

1. Unlock (open) the dispenser.
2. Remove the tissue rollers (spindles)
3. Damp wipe the inside of the unit to remove paper dust using the disinfectant cleaner.
4. Install the new roll of tissue
 - A. Install the new roll of tissue. Be sure to "start" the tissue by pulling the first sheet loose for the convenience of the customer.
5. Damp wipe the outside of the unit with the disinfectant cleaner and wipe dry
6. Report any broken or malfunctioning units to maintenance or other appropriate person for repair
7. Clean up
 - A. Let all cleaning cloths dry out and bag for laundering.
 - B. Return all equipment and extra product to proper storage.

Safety

1. Be careful of sharp edges on dispensers - these can easily cut you. Report this condition to your supervisor so that the edges can be filed down or the dispensers replaced.
2. Always be sure the dispensers are locked (closed) to prevent spilled product or injury.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

4. Be careful not to splash any cleaning chemicals into your eyes, nose, and mouth or onto your skin. Always wear gloves and also wear a mask or goggles if necessary for protection - especially if there is a danger that chemicals could drip down into your face.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

DRINKING FOUNTAINS, GREEN PROCESS

Purpose: To keep all drinking fountains in a clean condition to prevent the spread of infection.

Materials Required

1. Personal protective equipment as needed
2. TerraGreen Neutral Cleaner (Green Seal Certified)
3. Spray Bottle.
4. Micro fiber cleaning cloths
5. Appropriate pad or sponge
6. Grout brush

Preparation

1. Wear appropriate personal protective equipment.
2. Properly dispense the appropriate cleaning solution into spray bottles.
3. Take equipment to assigned area.

Procedure

1. Daily cleaning of drinking fountains.

- A. Check the water flow
- B. Spray some disinfectant cleaner solution on the inside surfaces of the mouthpiece and protective guard
- C. Using the grout brush, scrub the inside and outside of the mouthpiece/protective guard
- D. Rinse the mouthpiece and protective guard with clear water.
- E. Damp wipe drinking fountain surfaces

2. Clean up

- A. Clean all equipment. Return all equipment and supplies to the appropriate area.
- B. Let soiled cleaning cloths dry out then bag for laundry.
- C. Remove your personal protective equipment and wash your hands.

Safety

1. Always use the cleaning chemical exactly as directed by the label and following all recommended safety precautions.
2. Be sure to wipe up any cleaning solution spills or water from the floor.
3. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

4. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth, or onto your skin. Always wear gloves and also wear a mask or goggles if necessary for protection - especially if there is a danger that chemicals could splash into your face and eyes.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

ELEVATORS, CLEAN, GREEN PROCESS

Purpose: To maintain clean, attractive and safe elevators which enhance the image of the facility.

Materials Required

1. TerraGreen Neutral Cleaner (Green Seal Certified)
2. Clean microfiber or Echomop wet mop
3. Dust mop handle and microfiber head
4. Dust pan and broom
5. Long handled scraper
6. Wet floor signs
7. Hand pail
- 8.
9. Microfiber cleaning cloths
10. Mop Bucket
11. Vacuum cleaner or wet dry vacuum with HEPA filters
12. Personal protective equipment as needed

Preparation

1. Properly dispense the appropriate amount of cleaning solution into the hand pail and mop bucket.
2. Take equipment to assigned area.
3. Bring elevator to the floor.
4. Put the elevator out of order by turning off the switch or key if possible.
5. Wear the appropriate personal protective equipment.

Procedure

1. Clean the floor - hard surface

- A. Remove any gum or sticky residue from the floor by gently prying it loose with the long handled scraper. Take care not to scratch the floor.
- B. Dust mop the floor.
- C. Use the broom and dustpan to take up the soil.
- D. Dispose of soil into appropriate container.
- E. Post caution (wet floor) sign in doorway.
- F. Dip the mop into the solution and press out excess liquid. Avoid splashing water on the sides of the walls and in the elevator tracks.
- G. Clean the edges of the floor.
- H. In the open area of the floor, use a figure-eight motion and turn the mop over every few strokes. Rinse and wring out the mop frequently.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

- I. Remove the wet floor signs after the floor is completely dry.
- J. Put elevator back in service.

2. Clean the floor - carpet

- A. Plug the vacuum into the wall outlet. Move to the backside of the elevator.
- B. Vacuum back and forth using overlapping passes.
- C. Inspect the area for spots and stains and remove them.
- D. Put elevator back in service.

3. Damp dust the door and features

- A. Dip the cleaning cloth into the solution, wring it out and damp dust the inside of the doors, including the sides that slide since grease and dust accumulate there. Clean the railings, knobs and control panel, telephone and box, signage, and lights.
- B. Use a vacuum with attachments to clean any vents so as not to set off the fire alarms.
- C. Spot clean fingerprints and marks from the walls.

4. Clean the elevator tracks

- A. Use a vacuum cleaner with attachments to vacuum the tracks of the elevator.
- B. If soil is caked in the tracks, use a dry brush to loosen the dirt. If necessary, dampen the brush and scrub the tracks. Be sure not to let water run down into the elevator pit. Use a wet vac to pick up the solution.
- C. Rinse and dry the tracks.

5. Clean up

- A. Clean all equipment and return it to the appropriate place.
- B. Let soiled mop heads and cleaning cloths dry out and bag for laundry.
- C. Remove personal protective equipment and wash your hands.

Safety

- 1. Put the elevator out of order by turning off the switch or key.
- 2. Do not prop doors open with sticks, buckets, or any other device.
- 3. Do not let water run down into the elevator pit.
- 4. Do not put elevator back into service until the floor is dry.
- 5. Always post caution (wet floor) signs appropriately.
- 6. Never vacuum a wet carpet.
- 7. Avoid running over the electrical cord with the vacuum cleaner.
- 8. Be sure the elevator is out of service before vacuuming the floor.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

ENTRANCE MATS (CARPET), CLEAN, GREEN PROCESS

Purpose: To prolong the effective life of the entrance matting and to provide clean, attractive mats at entrances that enhances the image of the facility.

Materials Required

1. TerraGreen Neutral Cleaner (Green Seal Certified)
2. Clean microfiber or Echomop wet mop
3. Broom
4. Dust pan and counter brush
5. Long handled scraper
6. "Wet Floor" caution signs
7. Mop Bucket
8. Microfiber cleaning cloths
9. Hand pail
10. Upright vacuum cleaner with HEPA filters
11. Carpet cleaning brush
12. Carpet extractor or pressure washer and wet vacuum
13. Personal protective equipment as needed

Preparation

1. Properly dispense the cleaning solution in the mop bucket/hand pail.
2. Take equipment to assigned area.
3. Wear the appropriate personal protective equipment.

Procedure

1. Vacuum mat daily

- A. Use an upright dry vacuum with a HEPA filter adjusted to its most powerful setting. Flip one half of mat over and vacuum back side then flip over other half and do the same. Flip back and vacuum front of mat. Move nozzle slowly over matting to allow time for dirt to be picked up.
- B. NOTE: Remove gum on the mat surface daily. On some types of matting, if the gum is removed on a daily basis while still "fresh" it pops up off the mat surface when pried up with a long handled scraper. Follow your facility's procedure for gum removal.
- C. SPECIAL NOTE: For wet conditions, use an extractor or wet vacuum to remove as much water as possible from the mat.

2. Remove mats from area

- A. Remove mats from area. Be sure to place the mats on a clean, dry surface.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

3. Sweep dirt from floor

- A. Sweep dirt from floor. Use the brush and dustpan to take up the soil. Never leave a pile of debris in a corner for later pick-up.

4. Periodic extract

- A. NOTE: Complete the following at the frequency determined by your facility.
- B. Remove loose dirt following step 1.
- C. Leave mat in place or take mat to designated area for cleaning, depending on your facility.
- D. Lay the mat on floor.
- E. Wet surface of mat thoroughly with clear water.
- F. Extract the carpet at least two times following the procedures in the extraction section using clear water only.
- G. Allow the mat to dry.
- H. If necessary, return the mat to the entranceway.
- I. Wipe up any water spills from the floor.

5.

6. Periodic cleaning of mat backing

- A. Take mat to designated area for cleaning. Lay mat on floor face down.
- B. Use a clean, microfiber cloth or microfiber wet mop dipped into the cleaning solution. Wring out excess solution to avoid drips.
- C. Damp wipe or damp mop the back of the mat.
- D. Allow the mat to dry.
- E. Return the mat to the entranceway.

7. Clean Up

- A. Clean all equipment. Return all equipment and supplies to the appropriate area.
- B. Let all soiled mop heads and cleaning cloths dry out then bag for laundry.
- C. Remove your personal protective equipment and wash your hands.

Safety

- 1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
- 2. Be careful not to hurt yourself when moving the mats. Always practice proper lifting techniques and ask for assistance when appropriate.
- 3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
- 4. Be sure to wipe up any cleaning solution spills or water from the floor.
- 5. Be careful not to spray any cleaning chemical into eyes, nose, and mouth or onto your skin. Always wear gloves and a mask or goggles if necessary for protection - especially if there is a chance that chemicals could splash into

**Iowa State University Facilities Planning and Management
Custodial Services Department**

your face and eyes.

6. Always use a wet vacuum on a wet carpet.
7. Avoid running over the electrical cord with the vacuum cleaner.
8. Always post caution (wet floor) signs appropriately.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

ENTRANCE MATS (SCRAPER), CLEAN, GREEN PROCESS

Purpose: To prolong the effective life of the matting and to provide clean, attractive mats that enhances the image of the facility.

Materials Required

1. TerraGreen Neutral Cleaner (Green Seal Certified)
2. Clean microfiber or Echomop wet mop
3. Broom
4. Dust pan and broom
5. Long handled scraper
6. "Wet Floor" caution signs
7. Mop Bucket
8. Microfiber cleaning cloths
9. Hand pail
10. Upright vacuum cleaner with HEPA filters
11. Carpet cleaning brush
12. Carpet extractor or pressure washer and wet vacuum
13. Personal protective equipment as needed

Preparation

1. Properly dispense the cleaning solution in the mop bucket.
2. Take equipment to assigned area.
3. Wear the appropriate personal protective equipment.

Procedure

1. Remove loose dirt

- A. Turn mat over and shake it vigorously to remove loose dirt.
- B. If mat has a backing, vacuum the top surface of the mat.
- C. If the mat is unbacked, as needed, flush both sides of the mat with warm clear water to remove any remaining dirt. Allow mat to lay flat before placing it back into service.
- D. Return the mat to the appropriate area.

2. Remove mats from area

- A. Remove mats from area. Be sure to place the mats on a clean, dry surface.

3. Sweep dirt from floor

- A. Sweep dirt from floor. Use the broom and dustpan to take up the soil. Never leave a pile of debris in a corner for later pick-up.

4. Periodic cleaning - scraper mat

- A. NOTE: Complete the following at the frequency determined by your facility.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

- B. Remove loose dirt following step 1.
- C. Take mat to designated area for cleaning.
- D.
- E. Flush out embedded dirt using a high-pressure washer and neutral cleaner.
Spray mat with a side-to-side motion, working from top to bottom.
- F. Rinse with cold water.
- G. Lay the mat flat to dry. For backed matting, lay face down.
- H. Return the mat to the appropriate area.

5.

7. Periodic cleaning of mat backing

- A. Take mat to designated area for cleaning. Lay mat on floor, coil side down.
- B. Use a clean microfiber cloth dampened in the cleaning solution. Wring out all excess solution to avoid drips.

8. Periodic cleaning - mop method

- A. Use the microfiber or Echomop wet mop dipped into the cleaning solution.
Press out excess solution to avoid drips.
- B. Damp wipe or damp mop the back of the mat.
- C. Allow the mat to dry.

9. Clean up

- A. Clean all equipment. Return all equipment and supplies to the appropriate area.
- B. Let all soiled mop heads and cleaning cloths dry out then bag for laundry.
- C. Remove your personal protective equipment and wash your hands.

Safety

- 1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
- 2. Be careful not to hurt yourself when moving the mats. Always practice proper lifting techniques and ask for assistance when appropriate.
- 3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
- 4. Be sure to wipe up any cleaning solution spills or water from the floor.
- 5. Be careful not to spray any cleaning chemical into eyes, nose, and mouth or onto your skin. Always wear gloves and a mask or goggles if necessary for protection - especially if there is a chance that chemicals could splash into your face and eyes.
- 6. Always use a wet vacuum on a wet carpet. Never vacuum a wet carpet with a dry vacuum.
- 7. Avoid running over the electrical cord with the vacuum cleaner.
- 8. Always post caution (wet floor) signs appropriately.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

GENERAL WASTE, COLLECTION AND DISPOSAL, GREEN PROCESS

Purpose: To remove litter and trash from the facility in a safe and efficient manner.

Materials Required

1. Microfiber cleaning cloth or paper towels
2. TerraGreen Neutral Cleaner (Green Seal Certified)
3. Spray bottle or hand pail
4. Plastic trash can liners
5. Housekeeping or trash cart

Preparation

1. Properly dispense the appropriate cleaning solution.

Procedure

1. Remove the general waste

- A. Close, twist and tie a knot in the top of the plastic trash can liner while it is still in the container. Remove the bag and check the interior of the container for visible soil. NEVER reach into or push on the bag to compress the trash.
- B. Carry the bag away from your body to avoid a needle stick or contaminating your clothing.
- C. Deposit the bag of trash into the container on the housekeeping cart, a rolling trash barrel, or other appropriate container. NEVER use your hands to push bags of trash down into a container to make room for more.
- D. When the container is full of bags, deposit them in the appropriate dumpster. Again, remember to NEVER press on the bags of trash with your hands.

2. Disinfect the container

- A. Using a microfiber cloth dampened with disinfectant cleaner (as necessary), wipe all visible soil from the interior and exterior of the container. Then, using another cloth dampened in disinfectant cleaner, wipe over the areas again. Let the container air dry for maximum disinfectant benefit.

3. Reline the trash container

- A. Reline the trash container with the appropriate plastic bag.

4. Clean up

- A. Return the trash container to the proper storage area.
- B. Let all soiled cleaning cloths dry out then bag for laundering.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

Safety

1. Be careful not to allow any liquids to drip from the bags of trash onto the floor. Clean up any leakage promptly so that it will not cause someone to slip and fall.
2. NEVER push on a bag of trash with your hands - even if you are wearing gloves. Even though sharp objects such as needles are not supposed to be put into trashcans, mistakes happen - you could get stuck with an infectious needle.
3. Never put broken glass into a trash container or bag. Dispose of it in an approved, safe manner.
4. Wear gloves when handling trash bags if desired.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to hurt yourself when moving heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

GLASS, SPRAY AND WIPE, CLEAN, GREEN PROCESS

Materials Required

1. TerraGreen Blue Glass Cleaner (Green Seal Certified)
2. Spray Bottle
3. Microfiber cleaning cloth
4. Paper towels
5. Step ladder
6. Caution sign

Preparation

1. Properly dispense the appropriate cleaning solution.
2. Carefully set up the ladder, if needed, being sure to place it squarely on a level surface and lock it open before climbing onto it. Post the caution sign.

Procedure

1. Clean the glass

- A. Lightly mist the entire surface with the glass cleaner.
- B. Using paper towels or a clean microfiber cloth, wipe the entire surface. Repeat as necessary to remove all soil.
- C. Using paper towels or a dry microfiber cloth, wipe the surface until it is dry in order to prevent spotting.
- D. Properly dispose of used paper towels.

2. Clean up

- A. Return all products to the cart or to other proper storage.
- B. Store the ladder and caution sign properly.
- C. Let the soiled cleaning cloths dry out then bag for laundering.

Safety

1. Always take the time to position the ladder squarely on an even surface and lock it into the open position before attempting to climb it. NEVER stand on the top step of a ladder.
2. If the picture or mirror has not been secured to the wall at all four corners, be sure to hold it steady with one hand while wiping it so that it is not accidentally knocked off the wall.
3. Always post caution signs appropriately.
4. Always **use** the cleaning chemical exactly as directed by the label following all recommended safety precautions.
5. Be careful not to splash any cleaning chemicals into your eyes, nose, and

**Iowa State University Facilities Planning and Management
Custodial Services Department**

mouth or onto your skin. Always wear gloves and also wear a mask or goggles if necessary for protection - especially if there is a danger that chemicals could drip down into your face.

6. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
7. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

GLASS, SQUEEGEE, CLEAN, GREEN PROCESS

Materials That Required

1. TerraGreen Blue Glass Cleaner (Green Seal Certified)
2. Trigger spray bottle
3. Hand pail
4. Window squeegee - 8" or 18"
5. Scrubbing sponge
6. Microfiber cleaning cloth
7. Paper towels
8. Step ladder
9. Caution sign
10. Hose, if needed
11. Pressure washer, if needed

Preparation

1. Properly dispense the appropriate cleaning solution.
2. Carefully set up the ladder, if needed, being sure to place it squarely on a level surface and lock it open before climbing onto it. Post the caution sign.

Procedure

1. Clean the glass

- A. Wet the entire surface with the glass cleaner.
- B. Scrub the entire surface of the glass with the Scrubbing sponge
- C. Starting at the top of the glass, remove the water from the surface with the squeegee.
- D. Continue with overlapping strokes of the squeegee until all of the water has been removed from the surface of the glass. Wipe the squeegee dry between each stroke.
- E. Using paper towels or a clean microfiber cloth, wipe the entire surface. Pay special attention to edges and corners of the glass. Repeat as necessary to remove all soil.
- F. Using paper towels or a dry microfiber cloth, wipe the surface until it is dry in order to prevent spotting.

2. Clean up

- A. Return all products to the cart or to other proper storage.
- B. Store the ladder and caution sign properly.
- C. Let the soiled cleaning cloths dry out then bag for laundering.

**Iowa State University Facilities Planning and Management
Custodial Services Department**

Safety

1. Always take the time to position the ladder squarely on an even surface and lock it into the open position before attempting to climb it.
NEVER stand on the top step of a ladder.
2. Always post caution signs appropriately.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be careful not to splash any cleaning chemicals into your eyes, nose, and mouth or onto your skin. Always wear gloves and also wear a mask or goggles if necessary for protection - especially if there is a danger that chemicals could drip down into your face.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.
7. If the glass is chipped or broken, turn in a maintenance request or notify your Supervisor.