UVA Building Services’ Six Steps To An Effective Green Cleaning Program

1. Planning
   - Maintaining a set of standard operating procedures that is available for everyone to see.
   - Having a building-specific green cleaning plan in place.
   - Scheduling regular maintenance of powered equipment and updates of old equipment.

2. Supplies & Equipment
   - Using only environmentally preferable products certified by an eco-label or designated by a national program.
   - Using powered equipment that is quieter, more efficient and no-emissions, while phasing out older machines.

3. Procedures
   - Using chemicals efficiently to limit waste and exposure.
   - Reducing solid waste by reusing supplies, minimizing packaging and recycling.
   - Installing walk-off mats to keep dirt outside.
   - Using restorative maintenance on floors and carpets.
   - Using disinfection only when needed and as directed.
   - Reducing vulnerable populations exposure to chemicals.

4. Communication
   - Having a plan for good two-way communication between cleaning staff, facility managers, students and faculty.
   - Facilitating reduction in cleaning and treatment (like spill reporting procedures).
   - Maintaining lists of cleaning products and chemicals used.
   - Providing contact info for a cleaning representative for each building.
   - Communicating about special needs of occupants and having a mitigation plan.

5. Training
   - All new cleaning staff has 12 hours of initial training.
   - All cleaning staff has site-specific training on cleaning plans, procedures and hazards.
   - All cleaning staff has 24 hours of training annually.
   - Maintaining all records of training.

6. Being Certified
   - Green Seal evaluates all of the schedules, operating procedures, records, etc.
   - Green Seal does an on-site audit.
   - Green Seal does regular monitoring to ensure building services continue to meet the requirements of certification.

We Provide a Green Service Because...

Green Cleaning Helps Custodial Staff and Occupants Stay Healthy.
- Studies show a clear link between good indoor air quality and improved student performance.
- Many respiratory illnesses are caused by or aggravated by polluted indoor air.
- Training staff in the use of safer products reduces injuries, and lowers insurance costs.

Green Cleaning Preserves and Protects the Environment.
- Green cleaning uses less chemicals, meaning less pollution of air and water.
- Using recycled paper and plastic products and concentrates helps conserve natural resources.

Green Cleaning Saves the University Money.
- Green cleaning requires fewer chemicals that need to be purchased and stored.
- Proper maintenance extends the longevity and performance of equipment, building materials and furnishings.
- Healthier, happier staff means less absenteeism and turn-over.