

Green Seal Certification Checklist



This exclusive GS-42 checklist is provided by Green Seal. For more information about the certification, check out the GS-42 column at www.cleanlink.com

This checklist is designed to help Cleaning Service Providers (CSP) as they prepare to seek Green Seal Certification for a green cleaning program. The Standard establishes requirements for cleaning service providers, including in-house and external cleaning services, to create a green cleaning program that protects human health and the environment. For the purposes of this Standard, green cleaning encompasses all indoor activities typically required to clean commercial, public and industrial buildings. Maintenance of exterior areas such as parking lots, grounds, or picnic areas are excluded from the Standard, with the exception of areas directly outside building entryways. This Standard does not cover residential buildings.

SCOPE

- Yes No • CSP currently services commercial, public or industrial buildings
- Yes No • CSP currently provides a green cleaning service for 1 or more clients
- Yes No • CSP provides scheduled, on-going cleaning for clients
- Yes No • CSP provides complete, full-service cleaning to clients

1.0 ORGANIZATION AND ACCOUNT INFORMATION

- Yes No • Organizational chart with key relationships available
- Yes No • Employee count available
- Yes No • Client list available
- Yes No • Complete contact information for all clients available

2.0 REGULATORY COMPLIANCE

- Yes No • Information on environmental regulation violations available (last 12 months)
- Yes No • Information on CSP environmental compliance personnel developed and available
- Yes No • Environmental compliance plan available

3.0 CLEANING SERVICE PLANNING REQUIREMENTS

3.1 Standing Operating Procedures

- Yes No • CSP developed and maintains written guidelines or Standard Operating Procedures (SOPs) governing cleaning procedures, chemical handling and tracking, equipment maintenance/operations, communication protocols/requirements, training and inspection programs, and reporting/record-keeping procedures. Guidelines are available to all cleaning personnel and clients.

3.2 Building-Specific Green Cleaning Plan

- Yes No • Comprehensive communications plan complete and available
- Yes No • Floor maintenance plan complete and available
- Yes No • Routine cleaning operations/activities schedule complete and available
- Yes No • Detailed description of how green cleaning will address the areas specified in 3.2.4 of the GS-42 Handbook is available

3.3 Powered Equipment Use/Maintenance Plan

- Yes No • Powered janitorial equipment plan is complete and available
- Yes No • Current equipment evaluated and functioning properly
- Yes No • Phase-out plan for equipment not meeting standards is complete
- Yes No • Powered equipment meets all criteria in section 3.3 of GS-42 Handbook
- Yes No • Quarterly maintenance program established

4.0 REQUIREMENTS FOR PRODUCTS, SUPPLIES AND EQUIPMENT

4.1 Environmentally Preferable Cleaning Products and Supplies

- Yes No • Environmentally preferable products used for cleaning supplies as specified in GS-42 Handbook, section 4.1.1
- Yes No • 10% post-consumer recycled content plastic trash can liners used
- Yes No • New powered janitorial equipments listed in GS-42 Handbook, section 4.2 meets established criteria outlined in Section 3.3

5.0 CLEANING PROCEDURE REQUIREMENTS

5.1 Reducing Chemical Waste/Efficient Use of Chemicals

- Yes No • Directions to staff for diluting/chemical cleaning are available in appropriate written languages and graphic form
- Yes No • Mechanism for tracking quantities of chemicals consumed is used
- Yes No • Chemical measuring/dilution control system is used
- Yes No • Workers are trained regarding effective chemical use
- Yes No • Appropriate technology for applying chemicals is used
- Yes No • Directions for rinsing/disposing of chemical solutions is in place
- Yes No • Cleaning chemicals are reduced, minimized and eliminated whenever possible

5.2 Reducing Solid Waste

- Yes No • Chemical products/supplies purchased to minimize packaging and container waste
- Yes No • Reusable cleaning cloths or microfiber technology used in lieu of paper products. Appropriate disposal/reuse mandates followed.
- Yes No • All appropriate waste items from cleaning operations segregated and recycled

5.3 Vacuum Use/Maintenance

- Yes No • Vacuums equipped with proper filter or bag; cleaned according to manufacturer's recommendations
- Yes No • Vacuum bags or canisters inspected at least every two hours; changed or replace when half full or when indicated by sensor
- Yes No • Worker exposure to dust/particulate matter minimized

5.4 Entryways

- Yes No • Outside entryways kept free of debris; cleaned daily
- Yes No • Walk-off matting detailed in GS-42 Handbook used both inside and outside of building
- Yes No • Matting vacuumed daily or more frequently if needed

5.5 Floor Care

- Yes No • Routine vacuuming of hard floor surfaces followed as specified in GS-42 Handbook, Section 5.5.1.1
- Yes No • Specifications for periodic maintenance of hard floors followed as detailed in GS-42 Handbook, Section 5.5.1.2
- Yes No • Specifications for restorative maintenance of hard floors followed as detailed in GS-42 Handbook, Section 5.5.1.3
- Yes No • Specifications for routine carpet maintenance followed as detailed in GS-42 Handbook, Section 5.5.2.1
- Yes No • Specifications for periodic and restorative carpet cleaning followed as detailed in GS-42 Handbook, Section 5.5.2.2

5.6 Disinfection

- Yes No • Disinfection performed in areas or on surfaces where pathogens can collect/breed
- Yes No • Disinfection performed using an EPA-registered disinfectants
- Yes No • Directions for preparing disinfecting solutions followed

5.7 Restroom Care

- Yes No • Restroom cleaning performed from high to low
- Yes No • Surfaces touched by hands cleaned/disinfected daily
- Yes No • Standing moisture on floors/bathroom surfaces controlled/removed

- Yes No • Equipment specifically for restroom cleaning only used
- Yes No • Restroom trash liners pulled daily; receptacle disinfected
- Yes No • Drain traps filled regularly

5.8 Dining Areas and Break Rooms

- Yes No • Surfaces in food preparation and consumption areas cleaned and sanitized daily as required
- Yes No • Areas touched by hands cleaned and sanitized daily
- Yes No • Waste containers that may collect food have covers; emptied once a day or when full

5.9 Trash Collection and Recycling

- Yes No • Trash removed and liners replaced as required; trash removed before weekends and holidays
- Yes No • Trash disposed in external covered containers away from building
- Yes No • Building recycling programs supported
- Yes No • Recycling stations are clearly marked
- Yes No • Food-related recyclables are collected and removed before weekends
- Yes No • Recycling areas are inspected and cleaned daily
- Yes No • Assistance is provided to building management with recycling issues

5.10 Indoor Plants

- Yes No • Indoor plants are maintained properly – disposal of plant debris, etc.

5.11 Vulnerable Populations

- Yes No • Daily cleaning scheduled to avoid exposure of vulnerable populations to the cleaning process
- Yes No • Cleaning procedures minimize use of cleaning chemicals
- Yes No • Cleaning chemicals are used only in areas with sufficient ventilation

6.0 COMMUNICATIONS REQUIREMENTS

- Yes No • Employees are provided with proper initial, on-site or site-specific annual in-service training
- Yes No • Systems are in place to allow for employee feedback/comments
- Yes No • Pest management issues are communicated to building owners
- Yes No • Materials are providing to facility managers to help employees Help reduce need for intensive cleaning processes
- Yes No • Notification provided to building management regarding which cleaning products are used; Material Data Sheets (MDS) available.
- Yes No • Building occupants with special needs have been identified.

7.0 TRAINING REQUIREMENTS

- Yes No • Cleaning personnel undergo initial training on Standard Operating Procedures
- Yes No • All personnel undergo standard safety training
- Yes No • Site-specific training is performed related to assigned tasks
- Yes No • All employees receive continuing training annually
- Yes No • Records of training are maintained and available.