Why Change Now?

Because

- Because of budget cuts we were given a goal to reduce
- Because current areas are too large and are no longer sustainable
- Because we need to learn and use the new sustainable Green cleaning methods, learn and use new sustainable ways to provide our services.
- Because we have a duty to provide a more consistent service for the U of M
- Because we need to treat ourselves as professionals and each other with RESPECT
- Because of our staff of Buildings and Grounds workers who will be trained Certified Technicians
- Because we need to sustainably maintain the same amount of space now and more in the future
- Because of the research, development and hard work of many people we have a very good plan
- Because we are ALL “Driven to Discover”
Janus

Janitor
Zone/Area Cleaning: Historically
Custodians are assigned to an area
Responsible For All Services:
Floors - Dusting - Restrooms - Trash Removal
Very Physical And Isolated Work
Duplication of equipment - (More Costly)
Areas would be too large to be sustainable using Zone cleaning

FM Team Cleaning: Scientific and Researched
Custodians Specialize In One Function

- Point Technician
- Vacuum Technician
- Restroom Technician
- Utility Technician

- Regular Rotations - determined by site preference
- Ergonomic Equipment (Easier to Use) and Safer Chemicals
- Less Equipment Needed (Less Costly)
* We will have better and more consistent staffing

* We will be more flexible to respond to unique events

* Added safety for team members - will not be all alone in a building

* More eyes on the same spaces increases opportunity for better service

* Commitment to the Team’s success
The Plan

The Team

- POINT TECHNICIAN
- RESTROOM TECHNICIAN
- VACUUM TECHNICIAN
- UTILITY TECHNICIAN

Definition of Technician:

“A specialist who is skilled in industrial techniques or the practical application of a science”
The Plan

The Team

POINT TECHNICIAN

Green designates the color of the Point Technician - The Point Technician will use nothing but Green. This process stops cross contamination

- First one into area - communicates any unusual conditions prepares area for the Vacuum Technician
- Empties trash, recycling bins and reinstall liners
- Cleans marker boards, chalk boards and their trays
- Dusts all appropriate horizontal and vertical surfaces
- Picks up paper clips, paper and pencils from floor
- Spot cleans surfaces- door, push plates and glass
- Spot cleans wall and fixture marks and dirt
The Plan

The Team

RESTROOM TECHNICIAN

Red designates the color of the Restroom Technician NO other colors are ever used. Red is ONLY used in the restroom. This process STOPS Cross Contamination.

- Cleans all restrooms in the building following new faster, more hygienic techniques, equipment and chemicals.
The Plan

The Team

VACUUM TECHNICIAN

BLUE designates the color for the Vacuum Technician NO Red is ever used

- Checks for abnormal conditions and communicates to the team
- Check trash containers to make sure they are emptied
- Vacuum Under Trash Containers
- Vacuum under desk as needed
- Replace seating as required
- Vacuums hard floors and carpets
The Plan

The Team

UTILITY TECHNICIAN

Yellow designates the color of the Utility Technician NO Red is ever used

- Key Functions include communication
- Remove large debris
- Change light bulbs
- Vacuum stairs
- Mop stairs as needed
- Clean exterior doors and all entryways
- Spot clean walls
- Clean elevator interior doors and panel
- Clean elevator interior and exterior tracks
- Spot clean hard surfaces
- Use sweepers or autoscrubbers also burnishing equipment
- Remove collected trash and recycling from building
- Inventory, inspect and record equipment
- Communicating with Supervisor, Senior B&G and other team members
Introduction to Point Technician

- Team Concept, working as a team
- First one into area - report any unusual conditions
- Empty trash, recycling bins and reinstall liners
- Clean marker boards, chalk boards and their trays
- Dust all appropriate horizontal and vertical surfaces
- Pick up paper clips, paper and pencils from floor
- Spot clean surfaces- door, push plates and glass
- Spot clean wall and fixture marks and dirt
Point Technician Procedures

- Clock – in
- Go to building and start per task list
- Wash hands and put on PPE gloves and goggles
- Make sure goggles are clean
- Check off all items on the checklist
- Check Equipment
- Follow Task List Plan and Schedule
- Start Daily Cleaning Assignment
- Clock - out
Point Technician Skills Training

- Check area for abnormal conditions and report
- Make it easy for Vacuum Tech to work
- Dust surfaces with flexible microfiber duster
- Use Nifty Nabber to remove ALL debris from floors; use the magnet to get paper clips, pins, tacks, etc.
- Remove and empty trash
- Remove recycling from quad / trio systems
- Replace trash liners

Whiteboards and Chalkboards

- Clean whiteboards using a flatmop trowel in classroom space
- Clean chalkboards using water and microfiber flatmop system, as required in classroom space
- Clean marker trays / chalk trays
Point Technician Skills Training

Doors, Glass, Kickplates, Water Fountains and Furniture

- Spotclean glass and doors, including kickplates with microfiber cloth
- Clean water fountains using 1L Glass Cleaner and microfiber cloth
- Prepare furniture for vacuum specialist

Between Locations

- Bring trash and recycling to central trash staging area. Place opened large trash liner on floor to prevent possible seepage and leaks from ruining floor
Point Technician Skills Training

Daily Cleaning Skills Training

- Dust surfaces as required
- Using multipurpose cleaner, wipe out interior and exterior of trash and recycling receptacles green microfiber cloth
- Spot clean walls and fixtures
- Clean kickplates, doors, glass
Point Technician Skills Training

Daily Clean Up

- Maintain custodial closet
  - Organize shelves
  - Dust
- Wipe down equipment
- Deliver soiled microfiber to appropriate container for laundering
- Dispose of chemicals
- Store re-usable chemicals
- Brief Supervisor or Senior of any bright spots or concerns

Clock - out
Hands on Demonstrations

• Demonstrate flexible duster
• Safely removing trash from brutes
• Marker Boards chalk boards and their trays
* Demonstrate preparing for operation
* Demonstrate routine maintenance
* Demonstrate wearing of the vacuum
* Discuss ergonomics and sizing
* Demonstrate vacuum usage and movement

* Demonstration of the backpack vacuum cleaner
Backpack Vacuum
Safety Review
Discussion

- Noise Monitoring
- Ergonomics
- Safety Hazards
Noise Monitoring

- Vacuums monitored for noise
  - Wyndor Versamatic Upright
  - ProTeam
    - Super QuarterVac HEPA
    - GoVac BP
    - Super HalfVac HEPA
- Similar conditions to normal use
## Noise Monitoring Results

<table>
<thead>
<tr>
<th>Vacuum Cleaners</th>
<th>Vacuum Noise Level</th>
<th>Vacuum + Talking Noise Level</th>
<th>OSHA Action Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windsor Upright Vacuum</td>
<td>81-84 dB</td>
<td>Up to 88 dB</td>
<td>Above 85 dB exposure for 8 hours</td>
</tr>
<tr>
<td>ProTeam Super QuarterVac HEPA</td>
<td>80-82 dB</td>
<td>Up to 85 dB</td>
<td></td>
</tr>
<tr>
<td>ProTeam GoVac BP</td>
<td>76-80 dB</td>
<td>Up to 84 dB</td>
<td></td>
</tr>
<tr>
<td>ProTeam Super HalfVac HEPA</td>
<td>78-81 dB</td>
<td>Up to 84 dB</td>
<td></td>
</tr>
</tbody>
</table>
Ergonomics

- Measured force needed to:
  - Lift vacuum from floor
  - Hold handle up
  - Push handle
  - Pull handle

- Evaluated Upright Vac & all Backpack Vac’s
<table>
<thead>
<tr>
<th>Vacuum Cleaner</th>
<th>Weight</th>
<th>Lift Force</th>
<th>Handle Weight</th>
<th>Push Force</th>
<th>Pull Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windsor Upright Vacuum</td>
<td>16 lbs</td>
<td>25 lbs</td>
<td>5 lbs</td>
<td>7 lbs</td>
<td>10 lbs</td>
</tr>
<tr>
<td>ProTeam Super Quartervac HEPA</td>
<td>10 lbs</td>
<td>11 lbs</td>
<td>1 lb</td>
<td>1 lb</td>
<td>1 lb</td>
</tr>
<tr>
<td>ProTeam GoVac BP</td>
<td>24 lbs</td>
<td>27 lbs</td>
<td>1 lb</td>
<td>1 lb</td>
<td>1 lb</td>
</tr>
<tr>
<td>ProTeam Super HalfVac HEPA</td>
<td>9.8 lbs</td>
<td>11 lbs</td>
<td>1 lb</td>
<td>1 lb</td>
<td>1 lb</td>
</tr>
</tbody>
</table>
Backpack Ergonomics

- Wear backpack properly
- Carry weight on your hips
Daily Restroom Cleaning Procedures

- Restroom Tech Introduction
- Put on PPE
- Prepare Restroom Cart
- Restroom Technician Equipment Check List
- Prepare Area
- Restroom Cleaning Procedures
Restroom Hygiene

What is needed:

• Restrooms:
  Need to be **hygienically clean** and disinfected for pathogen counts to be drastically reduced in order to prevent **Cross Contamination**.

• **Cross Contamination** is when the viruses, germs and bacteria (pathogens) inside of our bodies are released outside and are allowed to come in contact with our external environment and thus allowed to grow and be transmitted to others and even back to ourselves.
The Invisible Cross-Contamination Cycle

Step 1: Pathogens (bacteria and viruses) reside in the intestinal tract.

Step 2: Pathogens are deposited in large quantities in and on toilet fixtures with each use.

Step 3: Pathogens are transferred from toilet fixtures to the sink by human hand.

Step 4: The human hand transports the pathogens to subsequent persons who touch the sink.

Step 5: Pathogens enter the body causing infections... and the transmission cycle from person-to-person repeats.

Business Hygiene...maintaining a healthy workplace
Squeeze Bottle of 3M 5L Disinfectant and Ergonomic Toilet Brush

- Use ergonomic toilet brush to “plunge” all water out of toilets and most urinals to expose the waterline.
- Squeeze 3M 5L onto ergonomic toilet brush at each toilet or urinal and apply to the interior bowl.
- Allow dwell time making sure to cover ALL of their interiors.
Use Red Microfiber for 3M 5L disinfectant and Yellow with Red Border for 3M 1L glass cleaner.
Method #1
Unger Collapsible MicroFiber Mop System

- Collapsible mop system - collapse mop by stepping on foot pedal located on back of Red mop head
- Dip Red mop in back section of bucket then wring it out
- Dip in FRONT section of bucket containing clean solution
- Return to back section and wring it out
- SPIN mop and SLAP on the floor to open and then lock the Red mop head in place
- Mop area
- Repeat above steps to finish the floor
Method #2
CPI Pre-Treat MicroFiber Mop Training

- Add correct amount of **3M 5L**
- Place microfiber mops in bucket and secure the lid tightly using pressure from your palms, make sure it does not leak
- Flip the bucket upside down and ensure there are no leaks before leaving.
- Allow bucket to soak at least 15 minutes but overnight is better
- The next day turn your bucket right side up and get your restroom cart ready for the day
- Adjust the mop handle to the proper height and inspect the mop handle for any damage
- Ensure all your mop heads are on 1 side of the bucket and make sure the lid stays with the bucket
Team Concept

- Key Functions include communication and professionalism
- Last team member through - making sure all is well
- Preparation work - being thorough
- Checking DDRs, communicating with the Custodial supervisor and the other Senior B&G
- Communicating with other team members
Utility Technician Cleaning Procedures

- Clock - in
- Communication meeting with supervisor
- Go to building and start per task list
- Check off all items on the checklist
- Wash hands and put on PPE gloves and eye protection
- Make sure eye protection is clean
- Check all chemicals
- Check Equipment - BP vac, autoscrubbers, sweepers, carpet spotters
- Follow Task List Plan and Schedule
- Start Daily Cleaning Assignment
- Clean-up
- Debrief - team members, Senior B&G, Supervisor
- Clock - out