Green cleaning products* contain ingredients which are generally safer for your health, the health of your clients and the environment. Green cleaning products work as effectively as traditional products – they just require a slightly different approach. Here are a few suggestions to make the transition to green cleaning easier for you.

*For the purpose of these training materials, we will refer to eco-friendly, environmentally preferred products as Green Products.

- **Give it time.** For tough stains and heavy soiling, allow green cleaning products to sit on surfaces for at least 2 minutes. This will allow the product to breakdown the stain for easier removal.
• **Don’t let the bubbles fool you.** Though green cleaning products don’t foam or form as many bubbles, they are working just as well. The bubbles are made by harsh chemicals, which can be harmful to your health.

• **No smell is a good smell.** Green cleaning products are often color and fragrance free. Traditional cleaning products have added color and fragrances that can cause throat irritation and breathing difficulty. For this reason, green cleaning products do not always have strong scents.

• **Some like it cold.** Some green cleaning products are made to work with cold water. Check the product labels, follow directions and find out how to safely and properly use all products you work with.
While green cleaning products are safer than traditional cleaning products, it is still suggested that you wear personal protective equipment (PPE).

PPE can help protect you from harmful dust and product spills and splashes.

Suggested personal protective equipment includes:

- Closed-toed, rubber-soled shoes
- Rubber gloves
- Safety glasses like goggles or protective eye wear
- N-95 dust masks
- Long sleeves
Use microfiber cloths instead of paper towels. This minimizes your contact with cleaning products, and creates less waste.

Microfiber cloths are 99% effective in removing bacteria when used with just water.

For light cleaning, use a microfiber cloth with just water. For medium cleaning, spray product directly onto cloth instead of the surface. This minimizes your contact with cleaning products.

For heavy cleaning, allow the product to sit on the surface for at least 2 minutes or as indicated on product directions.

Streaking usually indicates a dirty microfiber cloth. When this happens, wash the cloth with either water or a mild detergent.

For more Information
SF Environment
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SFEnvironment.org/GreenCleaning
Disinfectants contain harmful ingredients that are designated to kill pests and are especially dangerous when overused.

Most countertops, floors and surfaces only require general cleaning. Disinfecting is not necessary.

- Only disinfect frequently touched areas such as doorknobs, handles and light switches where germs can breed.
- Sanitize kitchen surfaces where food is prepared with an EPA registered food contact surface sanitizer.

When disinfecting, use hydrogen peroxide based wipes and cleaners.

For more Information
SF Environment
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SFEnvironment.org/GreenCleaning
Module 2: Dusting and Polishing
Surface Cleaning and Polishing

For stainless steel surfaces, use a microfiber cloth and an all purpose cleaner. To remove difficult finger prints, use a glass cleaner.

For wood furniture, use a microfiber cloth and a eco-friendly wood polish when necessary.

Avoid petroleum-based furniture polishes to minimize impact to your health.

For windows and mirrors, use a PH neutral window cleaner. First sponge down window ledges, frames and corners, then squeegee and wipe glass surface.

For more Information
SF Environment
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SFEnvironment.org/GreenCleaning
85% of all dirt enters a building through the entryways via foot traffic. Proper matting can help reduce dirt and maintain floors.

Place a mat at every entry point in a building. All mats should be at least 6 feet in length, preferably 10-20 feet in length.

Vacuum door mats at least once a day and in both directions.

Replace dirty mats with clean ones once a week. Do this more often in wet weather or extremely dirty conditions.

Clean under the floor mats frequently to reduce moisture buildup.

Periodically scrub dirty mats with detergent or carpet solution, then rinse thoroughly and let them dry.
For everyday cleaning, use a microfiber dust mop.

For medium cleaning:

Use a dampened flat microfiber mop on smooth continuous surfaces.

Use a dampened microfiber string mop on tiles and broken surfaces.

Use a double bucket/wringer combo to separate the soiled from the unsoiled cleaning solution.
Module 3: Hard Floor Cleaning
Heavy Cleaning & Maintenance

First, use a green floor cleaning solution and a microfiber string mop. Also, use a double bucket/wringer combo to separate soiled from the unsoiled cleaning solution.

Next, mop edges of the room, and fill in using a figure 8 motion. Pay extra attention to entryways and other sources of dirt.

If necessary, remove chewing gum by soaking area with a few drops of rubbing alcohol, then scrape up any gum with a scraper or with a Bazooka gum removal machine.

To remove scuff marks, streaks and heavy soil from a hard surface floor, choose an auto-scrubber and cleaning pad that works with just water.

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Module 3: Hard Floor Cleaning
Heavy Cleaning & Maintenance

Next, to restore the gloss, even out surfaces, and for heavier scuff marks, use a high speed floor machine - like a burnisher - with a natural fiber or synthetic pad.

Finally, go over the perimeter of the area being polished with a dust mop to capture any residual dust.

Never use spray buff on floors! This product is extremely harmful to your health.
Be sure to read labels and follow directions carefully.

- First, use a microfiber dust mop or vacuum to wipe up dust, soil and debris.

- When resurfacing floors, wear closed-toed rubber-soled shoes, gloves, safety glasses, and dust mask.

- When first implementing a green floor care system, use traditional stripper solution to remove the old top-coat. Only after removing all of the original coat, apply the eco-friendly green coating to a naked floor. This new coating may require more than one application.

- When possible, use an auto-scrubber to apply stripping solution. Allow the solution to stand for 10 minutes, or as ...continued on next page
indicated on directions. Afterwards, scrub the floor using an auto-scrubber.

- If an auto-scrubber is not available, apply the stripper solution using a mop in the traditional method. Then, scrub using a standard floor machine.

- After applying, scrubbing and removing the stripper, rinse with a mop to neutralize the stripping solution.

- Next, apply the floor finish using a traditional mop. This may require 2 or 3 coats. Follow product directions for exact wait time.

- Manufacturers have stripping/finishing systems specifically designed to work together. For best results, use a floor care cleaning system from the same manufacturer.

- Only perform this process on an as needed basis, or as specified in your client contract.
Improper vacuuming is a major contributor to allergies.

Nearly 90% of carpet debris is dry and can be picked up through vacuuming. The remaining 10% can be cleaned through periodic spot cleaning.

Before vacuuming, increase ventilation by opening windows and doors. Wear protective equipment like dust masks to reduce your contact to dust.

To improve indoor air quality, use High-Efficiency Particulate Air (HEPA) vacuums that meet the Carpet & Rug Institute’s (CRI) Green Label Program. HEPA vacuums retain microscopic particles so they do not get back into the air.

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If possible, use vacuums that are ergonomically designed like backpack or seated vacuums.

Check the filter and vacuum bags regularly.

Clean or replace filters if they are clogged and replace vacuum bags when they are half full.

Vacuum heavy traffic areas once a day and light traffic areas once or twice a week.
Module 5: Carpet Care

Carpet Spot Cleaning

Before spot cleaning, increase ventilation by opening windows and doors. Wear protective equipment like gloves and dust masks to reduce your contact to dust.

For extremely dirty or high traffic areas, conduct spot cleaning or use a carpet bonnet.

Conduct spot cleaning and bonnet scrubbing with green products and according to manufacturer’s directions.

Make sure the carpet bonnet remains wet while in use. Many carpet bonnets only require water.
Increase ventilation by opening windows and doors before extracting.

Wear protective equipment like dust masks to reduce your contact to dust.

Maximize the water extracted from the carpet to reduce moisture and the potential growth of mold, mildew and bacteria.

If possible, choose a truck-mounted extractor versus a portable extractor. Conduct restorative extraction only when absolutely necessary.
Clean floors, tables, counters and other surfaces in a kitchen regularly with microfiber clothes that can pick up 99\% of surface bacteria using just water.

Always surface clean prior to sanitizing.

Only disinfect surfaces and equipment where food is prepared with an EPA registered food prep sanitizer.

Place a fine mesh screen above kitchen sink drains. This will make it less likely to clog.

Keep kitchens clean with green all purpose cleaners.

For more Information
SF Environment
swati.sharma@sfgov.org
SFEnvironment.org/GreenCleaning
Drains can often breed flies and germs. Clean them with enzyme-based cleaners.

Make sure to keep floors dry to prevent slipping accidents.

Only disinfect areas and surfaces where germs and bacteria can collect. These are frequently touched areas, like doorknobs, handles and light switches.

When disinfecting, use hydrogen peroxide based wipes and cleaners.

Use green cleaning products instead of bleach based products. For tougher stains, allow cleaners to stand for a few minutes.

If a restroom sink becomes clogged, consider using a sink hand plunger, or an enzyme-based product, instead of using harmful drain cleaning products.

For more Information
SF Environment
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SFEnvironment.org/GreenCleaning
For more Green Cleaning tools visit our website:
SFEnvironment.org/GreenCleaning

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