

## **ABC School Low Environmental Impact Cleaning Policy**

### **Objective**

ABC School (School) acknowledges that many cleaning products contain chemicals that pose a hazard to human health and the environment. The School is committed to reducing the negative impacts associated with the storage, handling, and use of cleaning chemicals through the implementation of a low environmental impact cleaning policy that includes the purchase and use of “green” cleaning products, proper storage and dilution procedures that limit or prevent contact with chemicals, and training for janitorial staff.

### **Implementation**

The School has developed a low environmental impact cleaning program that incorporates prevention, product selection, equipment efficiency, and effective procedures.

#### **1) Prevention**

- In an effort to reduce the amount of debris, soil, and other contaminants entering the building from the outside, an entryway mat system will be used at all high-volume building entrances. An effective mat system and maintenance program will dramatically reduce the amount of soil and moisture that gets tracked into the building and costs of removing them.

#### **2) Product Selection**

- Cleaning products and materials can present health and environmental concerns. These products may contain chemicals associated with eye, skin, or respiratory irritation, or other human health issues. Concentrated forms of some commercial cleaning products are classified as hazardous, creating potential handling, storage, and disposal issues for users.
- All cleaning products used in school buildings, either by building staff or by outsourced service providers, must meet the guidelines and specifications developed by the OGS [The guidelines and specifications are available on the OGS Green Cleaning Website along with a list of OGS-approved products.]
- Disposable janitorial paper products and plastic trash bags (if used) will meet the minimum requirements of the U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines (see table below). In addition, all bathroom tissue and paper towels purchased will contain no added pigments, inks, dyes or fragrances, and should be unbleached. Material packaging for all janitorial materials will be environmentally friendly. Products packaged in outer cartons that are inappropriately sized and that contain excessive inner packaging materials will be avoided. Packaging selected will have minimum impact: made of recycled and recyclable materials; imprinted with safe inks; and contain no toxic metals, dyes, inks, or fragrances.
- Conventional hand cleaners may contain unnecessary antimicrobial ingredients and/or ingredients that irritate the skin, be wastefully packaged, and can negatively impact indoor air quality, water ways, and aquatic ecosystems. To reduce the environmental impacts from using traditional hand soaps, we will purchase hand soaps that:

- Perform as well or better than conventional hand cleaners;
- Are biodegradable and have limited toxicity to aquatic life;
- Are packaged in recyclable packaging, ideally incorporating recycled content;
- Are approved for use by the OGS; and
- Have eliminated ingredients considered likely to negatively impact health and the environment (i.e., do not contain antimicrobial agents).

**Janitorial Materials**

**(Note: The use of recycled paper is not a requirement under the OGS Guidelines and Specifications. However, the use of these products should be considered because of the environmental benefits.)**

All materials purchased will meet the following criteria.

Product	Post Consumer Content (%)	Recovered Content (%)
Bathroom Tissue	20-60	20-100
Paper Towels	40-60	40-100
Paper Napkins	30-60	30-100
Facial Tissue	10-15	10-100
General Purpose Industrial Wipers	40	40-100
Plastic Trash Bags	10-100	10-100

*Source: U.S. Environmental Protection Agency 2007 Comprehensive Procurement Guidelines.*

*Note: The content levels should be read as “X% recovered content fiber, including Y% post-consumer content fiber and not as “X% recovered content fiber, plus Y% post-consumer content fiber.”*

**3) Equipment Efficiency**

- Janitorial equipment used in the building must effectively reduce building contaminants while having minimal environmental impacts. The School recognizes the opportunities to reduce the environmental impact from our operations by using equipment that is designed for efficiency. Cost evaluations must –consider not only the initial purchase price, but also the total cost of operation and anticipated useful life of the equipment to realize the best value from our equipment investments. When purchasing new equipment, the School will follow the criteria provided below.

**Cleaning Equipment Criteria**

- Vacuum cleaners will meet the requirements of the Carpet & Rug Institute “Green Label” Testing Program – Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70 A-weighted decibels (dBA). In 2010, the School will use the more stringent “Seal of Approval/Green Label” certified standard when replacing vacuums;
- Water extraction equipment for deep-cleaning carpets is capable of removing sufficient moisture so that carpets can dry in less than 24 hours;
- Powered maintenance equipment including floor buffers, burnishers, and automatic scrubbers are equipped with vacuums, guards, and/or other devices for capturing fine particulates, and shall operate with a sound level less than 70 dBA; no propane-powered floor equipment will be allowed;

- Automated scrubbing machines are equipped with variable-speed feed pumps to optimize the use of cleaning fluids;
- Battery-powered equipment is equipped with environmentally preferable gel batteries;
- Where appropriate, active microfiber technology is used to reduce cleaning chemical consumption and prolong life of disposable scrubbing pads;
- Powered equipment is ergonomically designed to minimize vibration, noise, and user fatigue; and
- Equipment has rubber bumpers to reduce potential damage to building surfaces.

Sources: LEED for Existing Buildings: Operations and Maintenance, version 2.2 and New York – Collaborative for High Performance Schools High Performance Schools Guidelines, September 2007.

#### 4) Procedures

- **Entryway Systems:** Specifications and maintenance procedures for entryway systems are provided as Appendix A.
- **Storage:** Cleaning products will be purchased in concentrated form (where available) and stored in a locked steel cabinet accessible only to trained maintenance personnel. As needed, the chemicals will be moved from the locked storage area to the appropriate janitorial closets located throughout the building, where they will be dispensed through the Automatic Dispensing Unit. This unit eliminates leaks, spills, and inaccuracies in dilution, therefore lowering personnel exposure to, and waste of, the chemical concentrates. Only trained personnel will have access to the Automatic Dispensing Units. The School secures the Automatic Dispensing Units within locked janitorial closets. The cleaning chemical storage policy and guidelines are provided in Appendix B.
- **Use:** Cleaning procedures documenting the proper use of cleaning chemicals.
- **Training:** All maintenance and/or janitorial personnel that have access to or handle cleaning chemicals will be trained in their proper use by either vendor personnel or in-house staff who have received vendor training.

#### Tracking

The Facilities Department will maintain records on all cleaning chemicals and janitorial products purchased and stored within the building. A copy of the Material Safety Data Sheets (MSDSs) on all cleaning chemicals will be maintained in the Facilities Manager's office and in the MSDS Book located at the Right-To-Know Information Center in the School's Faculty Lounge. A list of the current cleaning products including cleaning chemicals and janitorial products used in the School is provided in Appendix D (not provided in example) along with copies of the MSDSs. A log will be kept of all powered housekeeping equipment and associated documents including the date of equipment purchase, all repair and maintenance activities, and vendor "cut-sheets" for each type of equipment. A copy of the housekeeping equipment log is provided in Appendix E (not provided in example). A training log will be maintained for all janitorial and maintenance staff members that have access to or handle cleaning chemicals and powered cleaning equipment. A copy of the training log is provided in Appendix F (not provided in example).

Note: The OGS Green Cleaning Website's download center has training and inventory spreadsheets that can be used for tracking chemicals, equipment and personnel training.

## **Reporting**

The Maintenance Supervisor is responsible for ensuring that all maintenance staff adhere to the requirements of this policy. The Maintenance Supervisor will report any corrective actions taken during the year to the Facilities Manager.

# **ABC School Cleaning Chemical Storage Policy**

## **Objective**

The ABC School (School) acknowledges that many cleaning products contain chemicals that pose a hazard to human health and the environment. The School is committed to reducing the negative impacts associated with the storage, handling, and use of cleaning chemicals through the implementation of a low environmental impact cleaning policy that includes the purchase and use of “green” cleaning products, proper storage and dilution procedures that limit or prevent contact with chemicals, and training for janitorial staff.

## **Implementation**

All cleaning chemicals, to the extent possible, will be purchased in concentrated form. Bottled concentrates will be stored within locked steel cabinets designated for this purpose in the garage. The Maintenance Supervisor is the only employee with keys to the storage cabinet. When needed, sealed bottled concentrates of approved cleaning chemicals will be transferred from the storage cabinet and loaded into the Automatic Dispensing Units.

Containers of diluted cleaning products will be returned to the appropriate janitorial closet when not being used. Janitorial closets will remain locked when not in use. A description and procedures for using the Automatic Dispensing Unit are provided below.

## **Automatic Dispensing Unit Description**

Automatic Dispensing Units are located in the main janitorial closets located next to the restrooms on the first and second floors. The use of this dispensing system eliminates the potential for any chemical contact. The units are color- and number-coded for easy identification. This identification system is used on the chemical concentrate, on the button label, on hose labels, on secondary labels, and on silk-screened spray bottles. Make sure that spray bottles (secondary containers) have appropriate labels. The Unit can accommodate bottle-fill dispensing at 1 gallon per minute or bucket-fill dispensing at 4 gallons per minute. The dilution ratio is preset as recommended by the chemical manufacturer. By installing the appropriate fixed orifice, there is the option to use different dilutions to meet all cleaning needs. These units are plumbed in parallel with the janitorial sink faucet.

The Units feature a lockable wall-mounted cabinet that opens upward for easy access. Employees will be properly trained in accordance with this policy prior to filling or operating the Units.

## **Filling and Use of Automatic Dispensing Units Procedures (System Specific, Not Provided in Example)**

## **Tracking and Reporting**

The Maintenance Supervisor is responsible for ensuring that all cleaning chemicals are properly stored in either the locked cabinets in the garage or locked janitorial closets. The Maintenance Supervisor is responsible for ensuring that the Automatic Dispensing Units are in proper working order.

### **General Guidelines**

- 1) Obtain all tools, supplies, and cleaning solutions needed for each task from janitorial closet before beginning each cleaning task.
- 2) Restock janitorial closets at the end of each work week (Friday, done by night shift) with appropriate supplies located in locked cabinets in the garage (see Maintenance Supervisor for keys).
- 3) Refilling of the Automatic Dispensing Units will be done as needed. Only trained individuals will refill the Units. Units will remain locked after bottle change.
- 4) Proper gloves and safety glasses must be worn when using cleaning solutions.
- 5) Gloves also must be worn when handling trash.
- 6) Microfiber cloths and pads will be sent out weekly for laundering and stored in the garage in clean and dirty storage bins, as appropriate.

### **Approved Tools and Materials**

- 1) Cleaning Products
  - a) ABC Cleaner
- 2) Janitorial Products
  - a) Bathroom tissue
  - b) Multifold paper towels
  - c) Roll paper towels
  - d) Large trash can liner
  - e) Small trash can liner
- 3) Tools
  - a) Microfiber cloths
  - b) Microfiber dusting wand
  - c) Microfiber dust mop and handle
  - d) Microfiber wet pad, handle, and frame
  - e) Microfiber pad bucket with wringer
  - f) Cotton mop
  - g) Standard mop bucket with wringer
  - h) Bowl brush with holder
  - i) Wet floor signs
  - j) Upright broom and dust pan
  - k) Paper sack
  - l) Trash can liner
  - m) Nitrile gloves
  - n) Rubber gauntlet gloves
  - o) Upright vacuum cleaner with upholstery brush, and crevice tool
  - p) Vacuum cleaner bags
  - q) Burnisher with vacuum attachment
  - r) Autoscrubber

### **Cleaning Procedures**

**(Not Provided)**