

Sayles School Green Clean Procedure

Objective

Sayles 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. In doing so no parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

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 be independently certified by one of two third-party certified organizations: Green Seal or Eco Logo.
- Disposable janitorial paper products and plastic trash bags will meet the minimum requirements of the U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines
- Disinfectants, disinfecting cleaners, sanitizers or other antimicrobial products regulated by federal Insecticide, Fungicide and Rodenticide Act are not covered under the Green Clean Law.

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 ECH2O technology;
- 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.

4) Procedures

- **Storage:** Cleaning products will be purchased in concentrated form (where available) and stored in the warehouse 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.
- **Dispensing:** Automatic Dispensing Unit will be used for most of the cleaning products. 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. When Automatic Dispensing Units can not be used staff will be trained on the proper delusion rate.

- **Use:** Cleaning schedule and use of cleaning chemicals is in Appendix A.
- **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. A copy of the training log is provided in Appendix D.

Tracking

The Director of Maintenance 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 Director of Maintenance'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 B 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 C. 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 D.

Reporting

The Director of Maintenance is responsible for ensuring that all maintenance staff adheres to the requirements of this policy. The Director of Maintenance will report any corrective actions taken during the year to the Superintendent

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 by night shift.
- 3) Refilling of the Automatic Dispensing Units will be done as needed.
- 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 laundered and stored in clean and dirty storage bins, as appropriate.
- 7) Clean and perform general maintenance on equipment every Friday by night shift

Approved Tools and Materials

1) Cleaning Product (Green)

- a) Tuff Green (general cleaner)
- b) Green Certified Foam Soap (hand soap)
- c) Breakaway (carpet cleaner)
- d) Super Shine All #8 (floor cleaner)
- e) Neutralizer #18 (carpet cleaner)

2) Janitorial Products (Green)

- a) Tork Bathroom tissue
- b) Tork paper towels
- c) Eco Soft facial tissue
- d) Verde value 16 gal. trash liners
- e) Verde value 60 gal. trash liners
- f) Vinyl general purpose gloves

3) Disinfectants (non green)

- a) Spirit wipes
- b) DZ7 disinfectant
- c) Alcohol gel hand sanitizer
- d) Alcohol foam sanitizer
- e) Re-juv-nal #16 (bathroom cleaner)

4) Tools

- a) Microfiber cloths (color coded)
- b) Microfiber dusting wand
- c) Microfiber dust mop and handle
- d) Microfiber wet pad, handle, and frame
- e) Tennant 1260 carpet extractor
- f) Tennant ECH20 auto scrubber
- g) Activeion Ionator (general cleaner)
- h) Hillyard cleaning companion

- i) Hillyard Arsenal jr. Dispensing system
- j) Tornado CV38/1 hepa filtration

Appendix A

Cleaning Schedule and Procedure

Classrooms

- 1) Daily (7:00 a.m. to 3:00 p.m. for full days and 7:00 a.m. to 1:30 p.m. early release days)
 - a) Teachers use tuff green and blue micro fiber to clean desk, white boards, counters, and spills.
 - b) All bodily fluids will be cleaned by qualified staff using DZ7 and disposable rags
 - c) Vomit will be cleaned by qualified staff using the cleaning companion, superox, chem. Sorb, and DZ7.
- 2) Nightly (3:00 p.m. to 11:00 p.m. for full days and 1:30 p.m. to 9:30 p.m. early release days)
 - a) Carpets vacuumed/ tile dust mopped and spot cleaned using micro fiber mop and super shine all
 - b) Trashed picked up
 - c) Dirty desk cleaned using tuff green and blue micro fiber rag
 - d) Counters wiped down using tuff green and blue micro fiber rag
 - e) Windows on hallway doors cleaned using activeion and yellow micro fiber
 - f) Soap and paper towels checked and filled if needed
 - g) Spot clean walls using tuff green and blue micro fiber rag
 - h) Spot clean carpets using breakaway carpet cleaner
 - i) Phone and door knob will be disinfected using activeion and blue micro fiber
- 3) Nightly bi-weekly (1.5 classrooms will be completely cleaned daily)
 - a) Carpets vacuumed/ tile dust mopped and cleaned using micro fiber mop and super shine all
 - b) Trashed picked up
 - c) All desk and chairs cleaned using tuff green and blue micro fiber rag
 - d) Counters wiped down using tuff green and blue micro fiber rag
 - e) Windows cleaned using activeion and yellow micro fiber
 - f) Soap and paper towels checked and filled if needed
 - g) Spot clean walls using tuff green and blue micro fiber rag
 - h) Spot clean carpets using breakaway carpet cleaner
 - i) Phone and door knob will be disinfected using activeion and blue micro fiber
 - j) Room dusted using micro fiber dust wand
 - k) Desk disinfected using activeion and blue micro fiber

Bathrooms/Locker rooms

- 1) Daily (7:00 a.m. to 3:00 p.m. for full days and 7:00 a.m. to 1:30 p.m. early release days)
 - a) Will be cleaned as needed using DZ7 or the cleaning companion and superox
- 2) Nightly (3:00 p.m. to 11:00 p.m. for full days and 1:30 p.m. to 9:30 p.m. early release days)
 - a) Will be cleaned using DZ7, activeion, and/or the cleaning companion and superox
 - b) Toilets and urinals will be sprayed down with superox and wiped with red micro fiber
 - c) Sinks will be cleaned using activeion and blue micro fiber
 - d) Mirrors will be cleaned using activeion and yellow micro fiber
 - e) Floor will be sprayed with superox and vacuumed
 - f) Walls are spot cleaned with superox and wiped with red micro fiber
 - g) Doors disinfected using activeion and red micro fiber
 - h) Dusted as needed using micro fiber duster
 - i) Replace soap, toilet paper, and paper towels as needed
 - j) Empty trash cans
 - k) Empty sanitary container and disinfected using activeion and red micro fiber

Hallways, Stairs, and Gym

- 1) Daily (7:00 a.m. to 3:00 p.m. for full days and 7:00 a.m. to 1:30 p.m. early release days)
 - a) Small areas cleaned using super shine all and micro fiber mop
 - b) Large areas and wet floors cleaned with Tenant ECH20 using water only
 - c) Walls spot cleaned using Tuff green and blue micro fiber
 - d) Swept using micro fiber dust mop

- 2) Nightly (3:00 p.m. to 11:00 p.m. for full days and 1:30 p.m. to 9:30 p.m. early release days)
 - a) Small areas cleaned using super shine all and micro fiber mop
 - b) Large areas and wet floors cleaned with Tenant ECH20 using water only
 - c) Walls spot cleaned using Tuff green and blue micro fiber
 - d) Swept using micro fiber dust mop
 - e) Water fountains disinfected with activeion and blue micro fiber
 - f) Windows cleaned with activeion and yellow micro fiber

Café

- 1) Daily (7:00 a.m. to 3:00 p.m. for full days and 7:00 a.m. to 1:30 p.m. early release days)
 - a) Small areas cleaned using super shine all and micro fiber mop
 - b) Large areas and wet floors cleaned with Tenant ECH20 using water only
 - c) Tables cleaned with activeion and green micro fiber
 - d) Windows cleaned with activeion and yellow micro fiber
 - e) Dusted as needed with micro fiber duster
 - f) Walls spot cleaned using tuff green and blue micro fiber
 - g) Swept with micro fiber dust mop

Appendix B

MSDS

All of the MSDS sheets can be found on the Sayles School web page or in the Maintenance office.

Appendix C

Equipment Log

Name of Equipment _____

Date _____

Time _____

Location _____

Check and comment on all that apply

Cleaned _____

Batteries _____

Tires _____

Hoses _____

Power cords _____

Brushes and squeegees _____

Cleaner _____

Safety equipment _____

Bags and filters _____

Any damage _____

Any other problems _____

Signature _____

Appendix D

Training Log

Date _____

Topic _____

Subject _____

Attendance

Print

Sign
