

Green Cleaning Policy

Union County Public Schools

Facilities Department

A. Objective

Union County Public Schools acknowledges that many cleaning products contain chemicals that pose a hazard to human health and the environment. UCPS 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 custodial staff.

B. Implementation

UCPS Facilities Department 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.

- a. All cleaning products used in school buildings, either by building staff or by outsourced service providers, must meet the guidelines and specifications developed by UCPS Facilities Department [The guidelines and specifications are available on the Website along with a list of UCPS approved products.]
- b. Disposable custodial paper products and plastic trash bags will meet the minimum requirements of the U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines. 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 custodial 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.
- c. Conventional hand cleaners may contain unnecessary antimicrobial ingredients and/or ingredients that irritate the skin, be wastefully packaged, and can negatively impact

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indoor air quality, water ways, and aquatic ecosystems. To reduce the environmental impacts from using traditional hand soaps, we will purchase hand soaps that:

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

3. Equipment Efficiency

a. As custodial equipment is replaced it must effectively reduce building contaminants while having minimal environmental impacts. UCPS 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, UCPS will follow the criteria provided below.

b. Cleaning Equipment Criteria:

1. 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).
2. Water extraction equipment for deep-cleaning carpets is capable of removing sufficient moisture so that carpets can dry in less than 24 hours;
3. 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;
4. Automated scrubbing machines are equipped with variable-speed feed pumps to optimize the use of cleaning fluids;
5. Battery-powered equipment is equipped with environmentally preferable gel batteries;
6. Where appropriate, active microfiber technology is used to reduce cleaning chemical consumption and prolong life of disposable scrubbing pads;
7. Powered equipment is ergonomically designed to minimize vibration, noise, and user fatigue; and
8. Equipment has rubber bumpers to reduce potential damage to building surfaces.

4. Procedures

- a. Entryway Systems: Specifications and maintenance procedures for entryway systems are provided in the school’s *Green Cleaning Manual*.
- b. Storage: Cleaning products will be purchased in concentrated form (where available) and stored in a locked custodial storage area accessible only to trained custodial

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personnel. As needed, the chemicals will be moved from the locked storage area to the appropriate custodial 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 custodial closets. The cleaning chemical storage policy and guidelines are provided in the school's *Green Cleaning Manual*.

- c. Use: Cleaning procedures documenting the proper use of cleaning chemicals.
- d. Training: All maintenance and/or custodial 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.

C. Tracking

The Facilities Department will maintain records on all cleaning chemicals and custodial products purchased and stored within the building. A copy of the Material Safety Data Sheets (MSDS's) on all custodial cleaning chemicals will be maintained at the Facilities Department and in the MSDS Book located at the Right-To-Know Information Center in the School's custodial storage area. A list of the current cleaning products including cleaning chemicals and custodial products used in the School is provided in Right-To-Know Information Center 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.

D. Reporting

The Custodial Coordinator is responsible for ensuring that all custodial staff's adhere to the requirements of this policy. The Custodial Coordinator will report any corrective actions taken during the year to the Facilities Director.