

Green Cleaning Chemical Storage 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 Facilities Department 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 green 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

1. All cleaning chemicals, to the extent possible, will be purchased in concentrated form. Bottled concentrates will be stored within locked custodial storage area designated for this purpose in the school. When needed, sealed bottled concentrates of approved cleaning chemicals will be transferred from the storage area and loaded into the Automatic Dispensing Units.
2. Containers of labeled diluted cleaning products will be returned to the appropriate custodial closet when not being used. Custodial closets will remain locked when not in use. A description and procedures for using the Automatic Dispensing Unit are provided below.
3. Automatic Dispensing Unit Description:
Automatic Dispensing Units are located in the custodial closets. 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 and on 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. These units are plumbed in parallel with the custodial sink faucet.
4. Custodians will be properly trained in accordance with this policy prior to filling or operating the Units.

C. Tracking and Reporting

The school’s Lead Custodian is responsible for ensuring that all cleaning chemicals are properly stored in either the locked custodial storage area or locked custodial closets. The District Lead Custodian is responsible for ensuring that the Automatic Dispensing Units are in proper working order.

D. General Guidelines:

1. Obtain all tools, supplies, and cleaning solutions needed for each task from custodial closet before beginning each cleaning task.
2. Restock custodial closets at the end of each work week (Friday, evening shift) with appropriate supplies located in locked custodial storage area
3. Proper gloves and safety glasses must be worn when using cleaning solutions.

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4. Gloves also must be worn when handling trash.
5. Microfiber cloths and pads will be hand washed at the end of each shift and laundered once a week.

E. Approved Tools and Materials

1. Cleaning Products
 - a. Hillyard #16 Rejuvna Disinfectant
 - b. Hillyard #33 Suprox Peroxide Cleaner
 - c. Hillyard #8 Super Shine-All Floor Cleaner
 - d. Hillyard #27 Glass Cleaner
 - e. Dial Basics Foaming Hand Soap
 - f. Enzyme RTU Spray
2. Custodial Products
 - a. Bathroom tissue
 - b. Roll paper towels
 - c. Large trash can-liner
 - d. 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. Trash can liner
 - l. Latex gloves
 - m. Rubber gauntlet gloves
 - n. Upright or Back Pack vacuum cleaner with crevice tool
 - o. Vacuum cleaner bags
 - p. Burnisher with vacuum attachment

F. Cleaning Procedures

Listed in the *Green Cleaning Manual*