

High Performance Cleaning Program (Green Cleaning)

UNION COUNTY PUBLIC SCHOOLS
FACILITIES DEPARTMENT



green



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It's time for green.



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SECTION A - OVERVIEW

This plan serves two primary functions. First, the plan informs facility manager and educates the custodial staff on how to achieve “green cleaning” requirements. Second, the plan serves as the US Green Building Council (USGBC) LEED™ submittal to demonstrate the intent for High Performance Cleaning and Sustainable Cleaning Equipment credits have been met for this project.

SECTION B – STATEMENT OF INTENT

This plan and its requirements is a commitment by Union County Public Schools Facilities Department to purchase and use cleaning and grounds care products and methods that reduce adverse impacts on public health and the environment. Cleaning methods set forth herein emphasize the removal of indoor pollutants (including soils, particulates, microbes, etc.) while maintaining a safe and healthy environment for all students, employees and other building occupants. Additionally, methods minimize the amount of product used as well as the amount of waste that is created. Products that fall under this plan include general purpose, glass, carpet cleaners, disinfectants, floor care products, hand soap and paper supplies for classroom sinks and restrooms. The product recommendations included in this plan are meant to provide current examples of acceptable cleaning products.

There are two primary benefits to “green” interior sanitation methods. First, selecting products that do not contain environmental contaminants reduces the ecological impact of cleaning products that end up down the drain. Second, cleaning practices that take environmental principles into account improve indoor air quality for building occupants and custodial staff. The result is a decrease in building-related illness, greater productivity and reduced liability for the school system. Green Cleaning is shown to reduce suspended particles, volatile organic compounds, as well as bacteria and fungi.

The High Performance Cleaning Program (HPCP) also includes operational standards to ensure effective equipment performance and energy conservation. Training, involvement and close collaboration with students, staff and the community is also a key component of the program promoting environmental principles beyond the school walls.

SECTION C – INTRODUCTION

Union County Public Schools Facilities Department is committed to providing a healthy facility environment that is conducive to student learning and employee productivity. The Facilities Department also recognizes its social responsibility to protect natural resources for future generations. As a result of this commitment, the Facilities Department has developed the High Performance Cleaning Program (HPCP).

The Facilities department HPCP approach consists of six essential components; products, equipment, processes, certification, audit and collaboration. It includes use of chemicals and equipment that have been certified as environmentally preferable by independent organizations such as Green Seal and Carpet and Rug Institute. Documented best practices for accomplishing tasks i.e. Systematic Cleaning and Integrated Pest Management will also be used. The Facilities Department places high strategic value on maintaining sustainable operations and therefore will continue to monitor buildings for adherence to LEED for Existing Buildings criteria by performing regular quality assurance inspections. This program will be fully implemented when students, staff and the community at all schools recognize and understand it and begin to pass on these concepts beyond Union County Public Schools.

SECTION D – GUIDING PRINCIPLES

1. Every student has the right to a safe and healthy school environment.

Every adult is accountable and personally responsible for protecting the health and safety of students. Every adult is expected to work collaboratively to sustain a healthy and safe environment by:

- a. Recognizing the factors that contribute to an unhealthy environment
- b. Knowing how what they do contributes to the environment
- c. Taking corrective actions and/or notifying appropriate personnel necessary to restore the environment to healthy conditions.

The Facilities Department will provide training and communicate with staff and community users to educate them on the value HPCP is on the health and academic

performance of students as well as the personal and environmental benefits of a successful program.

2. Every employee has a right to work in a healthy and safe environment.

Workplace conditions are regularly evaluated to minimize employee/occupant exposure to harmful contaminants and cleaning residues. Systematic processes are in place to assure compliance with OSHA standards, safe operating procedures, and use of safe tools, equipment and supplies. Proper procedures, potential hazards and safety information are documented, clearly communicated to employees, and readily available for review.

3. What gets measured gets done.

Regular assessments of school facilities are performed to track and manage information on environmental conditions. Information from these assessments is used to ensure consistent application of the standards throughout the school and drive improvement.

4. Effective cleaning that ensures consistent, thorough cleaning is achieved by applying systematic approaches to work planning and work flow, considering the entire school campus and programs, including building, grounds and activities.

The Facilities Department uses systematic work plans and custodial and grounds equipment that minimize student exposure to noise, dust, cleaning residues, and exhaust fumes. Specialized duties are assigned to each custodial employee so that the amount of time necessary to accomplish tasks is minimal, the quality of cleaning is consistent throughout the building, and the potential for occupant exposure to adverse effects is limited.

5. Effective management of exterior environment is essential to ensure healthy conditions are sustained in the interior environment.

Minimize pollutants entering the building while maximizing the pollutants extracted.

6. High Performance Cleaning can be accomplished while the amount of chemicals used and moisture accumulated and/or released into the air is limited.

7. **Emergency response plans ensure rapid restoration of areas affected by unsuspected incidents such as floods, spills, blood, etc.**
8. **Disposal of cleaning waste in environmentally safe ways preserves and protects the local ecology.**
9. **Regularly scheduled preventative maintenance on HVAC systems ensures healthy indoor air quality, climate control, and longevity of equipment.**

The Facilities Department uses comprehensive building maintenance plans, employee training and quality assurance inspections to effectively operate and maintain mechanical systems.

10. T.E.A.M. Together Everyone Achieves More

Training, involvement of, and close collaboration with students, staff and the community ensures sustainability of the HPCP.

SECTION E – REQUIREMENTS & PRODUCT RECOMMENDATIONS

The HPCP objectives for maintaining the interior of schools are to maximize the amount of pollutants extracted, minimize employee/occupant exposure to harmful contaminants and cleaning residues, minimize the amount of chemicals, particles and moisture accumulated and/or released into the air by the cleaning process and dispose of cleaning waste in an environmentally responsible manner.

To ensure that these objectives are accomplished, the Facilities Department will implement a Systematic Team Cleaning (STC) approach that maximizes the quality, quantity and consistency of building services. STC also reduces error, equipment and energy costs. This approach systematizes the application of personnel, tasks, frequency, time and space to get the most out of the cleaning process. Additionally, quality assurance inspections are performed daily by onsite staff and as scheduled by offsite supervisors.

1. Storage Requirements for Cleaning Products

- a. Containers will be securely closed when not in use

- b. Storage areas that contain cleaning products will be ventilated
- c. Custodial closets and storage areas will be kept locked, clean and free of standing water. (See Chemical Storage Policy)
- d. Used cloths and wet mops will be rinsed after each use; hang up to dry (do not leave wet items in sinks or buckets)
- e. Dispensing equipment that minimizes employee exposure will be used

2. Powered Custodial Equipment Requirements

- a. Vacuum cleaners must meet, at a minimum, the Carpet and Rug Institute (CRI) Green Label Program requirements and shall operate at a sound level of less than 70dBA.
- b. Carpet extraction equipment must meet, at a minimum, the Carpet and Rug Institute Bronze Seal of Approval.
- c. Propane-powered floor equipment must have low-emission engines certified by the California Air Resources Board under the Small Off-Road Engines or Equipment (SORE) program and shall be equipped with catalytic and exhaust monitoring systems in addition to other requirements for floor equipment set out in this section.
- d. Current in-use propane-powered equipment may only be used when the building is unoccupied and under conditions allowing for as much air circulation and exchange as possible.
- e. Powered scrubbing machines must be equipped with a control method for variable rate dispensing to optimize the use of cleaning fluid.
- f. A component of this plan shall also include a quarterly maintenance program that inspects and maintains the performance of custodial equipment, as defined by the equipment vendor and records results in a maintenance log.

3. Cleaning Procedure Requirements

- a. Reduce, minimize or eliminate the need for using cleaning chemicals wherever possible.
- b. Use chemical measuring and dilution control system that limits employee exposure to chemical concentrates while facilitating the proper dilution of chemical and in a manner that does not result in overuse and waste of product.

- c. Apply durable floor finishes; deep scrub with floor cleaner and re-coat as necessary to avoid use of floor strippers.
- d. Ensure cleaning schedule meets actual needs to avoid redundant cleaning.
- e. Use microfiber cloths and mops that do not require application of chemicals and reduces the use of disposable towels.
- f. Ensure the use of walk-off mats, both outside the entryway as well as just inside the doors to capture soil and moisture from shoes.
- g. Frequent vacuuming of entryway mats and grating systems as well as dust mopping of resilient floors.
- h. Replace canliners only when they are soiled from food, wet trash, become broken or as required i.e. restrooms.
- i. Ensure trash is disposed in an external covered container and not left in the building over an extended period of time.
- j. Perform disinfection only where required, in areas or on surfaces where pathogens can collect and breed such as restrooms, door handles, faucets and other fomites.

4. Grounds Care Requirements

- a. Integrated Pest Management policy and program.
- b. Do not use a blower to remove normal to average accumulation of dust and debris near building entrances. Instead, sweep or hose down.
- c. Snow shall be removed by physical means; don't use de-icing chemicals to remove snow.
- d. Avoid use of chloride salts for de-icing due to its harmful effects to vegetation, and its ability to corrode steel, cause scaling, cracking and spalling in concrete.

5. Product Standards

5.1 Referenced Standards

- a. All cleaning products must meet the requirements in the third-party standards:
 GREEN SEAL STANDARDS FOR INDUSTRIAL & INSTITUTIONAL CLEANERS (GS-37)
 GREEN SEAL STANDARDS FOR HAND CLEANERS FOR INDUSTRIAL & INSTITUTIONAL (GS-41)
 GREEN SEAL STANDARDS FOR SANITARY PAPER PRODUCTS (GS-01)
 GREEN SEAL STANDARDS FOR FLOOR CARE & INDUSTRIAL USE (GS-40)

5.2 List of Prohibited Cleaning Chemicals

The chemicals found in cleaning products include toxins such as carcinogens, narcotics, neurotoxins, teratogens and mutagens. The EPA has cataloged complaints directly associated with cleaning products. They include: eye and respiratory irritation, headaches, chronic fatigue, dizziness, heart irregularities, impaired judgment and coordination, irritability and mood swings, nausea and joint and muscle pain. Many of these chemicals are unnecessary additives.

- a. All cleaning products will be free from the following chemicals:
 1. Chlorine and chlorinated compounds, including bleach – a disinfectant, not a cleaner, that is highly corrosive, a severe eye and respiratory system irritant that is often contaminated with mercury (a potent neurotoxin)
 2. Phosphates – over nitrify waterways and can cause algae blooms
 3. Chloramine – typically used as a medical disinfectant and linked to asthma
 4. Chlorhexidine – typically used as a medical disinfectant and linked to asthma
 5. Zinc and zinc compounds – soluble forms are toxic to aquatic life
 6. Benzene – volatile organic compound used as a solvent and is known carcinogen
 7. Phthalates and dibutyl phthalate – family of chemicals frequently used as a plasticizer, probable carcinogen and know to cause chronic health effects including liver and kidney abnormalities

5.3 Additional Product Selection Criteria

- a. All products must be clearly labeled and prominently state dilution recommendations
- b. Avoid aerosol products
- c. Undiluted products must not contain ingredients that are toxic to humans (meet exposure limits set by NIOSH or OSHA)
- d. Undiluted products must not be corrosive to skin or eyes
- e. Products must eliminate fragrances or show that any fragrances meet the Code of Practice of the International Fragrance Association
- f. Products must not be combustible (flashpoint above 150° F)
- g. Ingredients must not pollute waterway, directly or indirectly

6. Product Recommendations

Following are product recommendations for each cleaning application that meet policies and standards defined above. They provide examples of acceptable cleaning products; however, substitute products may be used, provided they meet the criteria set forth in this plan. Prior to purchase and use, all products will be evaluated and approved by UCPS Facilities Department Custodial Services.

6.1 General Cleaning:

Hillyard Arsenal Re-juv-nal #16 - will be used for disinfecting, cleaning, and deodorizing all areas including restrooms

Hillyard Arsenal Suprox #33 - will be used for cleaning, and deodorizing all areas including restrooms. It cleans glass, countertops, sinks, stainless steel, chrome, carpet and upholstery.

Hillyard Arsenal Glass Cleaner #27 - cleans glass, stainless steel and chrome.

Hillyard Assurance - when mixed with water at different dilution rates it may be used as an all-purpose surface cleaner for walls, student desks, light fixtures, window sills and door frames. Cleaner can also be used with warm water to scrub tile floors.

Live Enzymes – used to control odor in restrooms AFTER cleaning/disinfecting process.

Lemon Juice – used to remove mold, mildew from hard surfaces and deodorize area.

6.2 Floor Care:

Hillyard Arsenal Super Shine-All #8- used to wet mop floors resilient floors and can be used in auto scrub machine.

Hillyard One Plus Zinc Free Floor Finish- used to seal tile floors after scrubbing or stripping procedure.

Hillyard Contender Gym Finish- used to seal wood floors after screening and tacking procedure.

Hillyard Tack-It - used for tacking wood floors after screening procedure.

Hillyard Green Select Stripper- mixed with water to strip tile floors with wax build-up present.

Carpet Care Supplies:

Hillyard Carpet Pre-Spray & Extraction will be used to spot clean and bonnet buff carpets.

Vinegar- can be used as a de-foamer in carpet extractor machines

6.3 Restrooms – Includes sinks, showers, floors, drains, urinals, restocking etc.

General Cleaning – See “General Cleaning” products listed above.

Symmetry Green Certified Foaming Hand Soap -does not contain anti-microbial ingredients, such as triclosan, (antibacterial and antifungal agent) and should has a pH between 6 and 8.5

6.4 Paper Products

BAY WEST ECO-SOFT GREEN SEAL #31300 – BROWN ROLL TOWEL

CASCADE NORTH RIVER GREEN SEAL #4058 REGULAR TOILET TISSUE

CASCADE NORTH RIVER GREEN SEAL #4097 JR. JUMBO TOILET TISSUE

7. Training Requirements

All cleaning personnel shall be trained in the proper handling of chemicals, proper use and maintenance of capital equipment, and proper cleaning procedures. In addition, procurement officers shall be trained in the selection of green cleaning materials.

- a. All cleaning personnel shall be trained in the proper handling of chemicals, proper use and maintenance of capital equipment, and proper cleaning procedures.
- b. Upon hiring, all cleaning personnel are required to undergo initial training on standard operating procedures, the proper sequencing of cleaning steps, and the proper use of

personal protective equipment. This training may occur before personnel are assigned to a facility or it may be conducted at the site, before beginning independent work.

- c. As part of initial training, all personnel are to be given standard safety training including focusing on reducing and preventing ergonomic injuries and exposure to hazardous materials encountered by UCPS and their personnel.
- d. Site-specific training such as providing specific job-site training focusing on standards for the facility to which they will be assigned. Site-specific training shall cover:
 - Facility specific cleaning plan.
 - Tailored procedural training (e.g., servicing areas for vulnerable populations) based on the Building-specific Green Cleaning Plan.
 - Hazardous communication standards.
- e. All employees shall receive continuing training and/or education on an annual basis to maintain knowledge of correct procedures for safety, tools, techniques, and pertinent environmental standards.
- f. Records of training shall be maintained on each employee for all training specified within this Standard. The documentation shall include topics of what was included in the training, including a general outline of information covered, the name and qualifications of the trainer, and the date(s) and duration of the training or courses. For current employees, records shall be retained for two years from their hiring date; records shall be retained for one year for former employees.

SECTION F - RESOURCES

a. Additional Information:

- * Agency for Toxic Substances and Disease Registry, <http://atsdr.cdc.gov>
- * Center For Disease Control and Prevention, www.cdc.gov o Center for Health, Environment and Justice, www.chej.org o Environmental Protection Agency (EPA), www.epa.gov
- * Green Seal, *Choose Green Reports*, www.greenseal.org
- * Healthy Schools Network, *Guide to Healthier Cleaning & Maintenance Practices and Products*, www.healthyschools.org
- * Inform, *cleaning for Health: Products and Practices for a Safer Indoor Environment*, www.informinc.org
- * Institute for Health and Environment, www.albany.edu/ihe
- * National Institute of Environmental Health Sciences (NIEHS), www.niehs.nih.gov
- * Natural Resources Defense Council (NRDC), www.nrdc.org
- * Ninth Report on Carcinogens, U.S. Department of Health and Human Services, <http://ehis.niehs.nih.gov/roc/toc9.html>
- * US Green Building Council, www.usgbc.org

b. Product Manufacturers:

- * Hillyard, www.Hillyard.com
- * Cascade – North River, www.afh.cascades.com
- * *Buckeye International, Inc.*, www.buckeyeinternational.com
- * www.symmetryhandhygiene.com
- * Seventh Generation, www.seventhgeneration.com
- * Penford Products., www.penfordproducts.com
- * Glacial Technologies, www.anti-icers.com
- * Seneca Mineral, www.senecamineral.com

SECTION G - DEFINITIONS

A	Antimicrobial	An agent that destroys or inhibits the growth of micro-organisms, such as bacteria and fungi
	ASTM	American Society for Testing and Materials
B	Bathroom Cleaners	A category of products used to clean hard surfaces in a bathroom, such as counters, walls, floors, fixtures, basins, tubs, and tile. It includes products that are required to be registered under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), such as disinfectants and sanitizers, but does not include products specifically intended to clean toilet bowls.
	Bio-Accumulation	The tendency of a substance to concentrate in the tissues of an organism over time.
	Biodegradable	Material that can be broken down by microorganisms into simpler, more stable compounds
	BOD	Biological oxygen demand
	Building-Related Illness	Illness whose cause and symptoms can be diagnosed and attributed to a specific pollutant source within a building
C	Carcinogen	A chemical listed as a known, probable, or possible human carcinogen by the International Agency for Research on Cancer (IARC), the National Toxicology Program (NTP), the U.S. Environmental Protection Agency, or the Occupational Health and Safety Administration.
	CPSC	Consumer Product Safety Commission
	Concentrate	A product that must be diluted by at least eight parts by volume water prior to its intended use.
	Contaminant	A substance (physical, biological, chemical or radiological) that has an adverse effect on soil, air and/or water

	Corrosive	A substance that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact.
D	Dispensing System Concentrate	Products designed to be used in dispensing systems that cannot be practically accessed by users.
	Disinfectant	Products used on hard surfaces to destroy or irreversibly inactivate all forms of microbial life, but not necessarily their spores. Not all disinfectants destroy all types of microbes.
	DOC	Dissolved organic carbon
F	FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
	Fungus	A group of organisms such as mildew, mold, yeast and mushrooms that lack chlorophyll.
G	Glass Cleaners	A category of products used to clean windows, glass and polished surfaces.
	General Purpose Cleaners	Products used for routine cleaning of hard surfaces including impervious flooring such as concrete or tile.
H	HSDB	Hazardous Substance Data Bank
I	IAQ (Indoor Air Quality)	Considered to be acceptable when no known air-borne contaminants exist at concentrations that may be harmful or cause irritation.
	Ingredient	Any constituent of a product, whether intentionally added or not, that comprises at least 0.01% by weight of the product.
	ISO	International Organization for Standardization
	IARC	International Agency for Research on Cancer - An arm of the World Health Organization that studies association between substances and cancer.
M	Microbial Growth	Multiplication of microorganisms such as fungi and bacteria
	Mutagen	A substance that has been linked to increased rates of genetic mutation (above the average rate).

N	Neurotoxin	A substance with toxic effects on any portion of the central or peripheral nervous system.
	NIOSH	National Institute for Occupational Safety and Health-Part of the U.S. Department of Health and Human Services that conducts research and makes recommendations on health and safety standards, including setting short- and long-term exposure limits for many chemicals.
O	Off-Gassing	The vaporization of chemical compounds into surrounding air.
	Optical Brighteners	Additives designed to enhance the appearance of colors and whiteness in materials by absorbing ultraviolet radiation and emitting blue radiation. Also known as fluorescent whitening agents.
	OSHA	Occupational Safety and Health Administration
	ODC	Ozone Depleting Compound - Any compound with the potential to deplete stratospheric ozone.
	ODP	Ozone Depleting Potential- A relative measure of the ability of a substance to break down the stratospheric ozone layer.
P	Post-Consumer	Waste material that has served an intended use.
	Post-Industrial	Waste material from manufacturing processes.
	ppm	Parts per million
	Primary Packaging	The material physically containing and coming into contact with the product, not including the cap or lid of a bottle.
	Product as Used	The most concentrated form of the product that the manufacturer recommends for an intended use.
R	Recyclable Packaging	Any packaging that can be diverted from the waste stream through available processes and programs, and can be collected, processed, and returned to use in the form of raw materials or products.
	Reproductive Toxin	A chemical which may cause birth defects or sterility.
	RTECS	Registry of Toxic Effects of Chemical Substances

S	Sanitizer	Products that reduce, but do not necessarily eliminate, micro-organisms to level that are considered safe
	Sick Building Syndrome	a phenomenon in which building occupants experience a variety of health and/or comfort effects linked to time spent in a particular building, but where no specific illness or causative agent can be identified. Symptoms in sufferers often include headaches, eye irritation, and respiratory irritation.
	Sterilizer	Products used to destroy or eliminate all forms of microbial life, including spores. Primarily used in healthcare settings.
T	Terratogen	A substance that has been directly linked to birth defects during human fetus development.
	Toxicity	The degree to which a material causes or threatens to cause adverse health effects to living organisms at a given concentration. Expressed in exposure limits.
	TVOC	Total Volatile Organic Compounds; see VOC (Volatile Organic Compound)
U	Undiluted Product	The most concentrated form of a product produced by a manufacturer for transport outside its facility
V	VOC	Volatile Organic Compound-Chemical compounds that contain carbon and that partially vaporize at normal room temperature. VOCs are a group of chemicals that have varying degrees of toxicity and effects.

SECTION H - ATTACHMENTS

WHAT IS TEAM CLEANING?

by David Frank

Like a precision machine, a cleaning program that operates at maximum efficiency and with minimal problems is a product of careful design. A fine automobile engine is created on paper first, with every part blueprinted to perform a necessary function, every component designed to interrelate efficiently and synergistically with every other. A well-made mechanical device has no extra parts, performs no redundant steps, expends no unnecessary energy. A cleaning program should be like a precision machine: dedicated to achieve its objective without superfluous parts or wasted motion. Team Cleaning® is such a precision system.

Like a well-engineered machine, Team Cleaning is first created on paper, based on a building analysis. From this blueprint or schematic, Team Cleaning's "parts"-workers, tools, skills, schedules, job card assignments, and building areas or quadrants-are made to precisely mesh and coordinate producing clean, healthy buildings at the lowest expenditure of time, energy, and other resources.

The development of Team Cleaning parallels the design and development of the automobile. Team Cleaning mirrors the latest assembly line process in automobile production. How?

When Henry Ford built the first Fords, before modern production lines, cars were assembled in a slow inefficient manner by a few workers who built the entire car, wore many hats, and who created their own assembly techniques. In short, methods were often inconsistent and there was no duplicatable system. Cars were relatively expensive, of mediocre quality, and problematic.

The first quantum leap in automobile building was the development of the assembly line. Today's production line evolved from an understanding of how to apply labor more efficiently, how all the components of a car should go together and in what sequence. This led to new methods of training and deploying workers. Employees were taught specialized skills and were cross-trained in other skills for flexibility) and focused on one or two tasks, such as installing car doors proficiently. The new assembly lines were fast, focused, duplicatable, and largely free from quality control problems.

Cleaning systems have developed similarly. Traditional zone cleaning enlists each worker to "build" the entire cleaning job, wear many hats, and create his/her own cleaning techniques.

Workers are responsible for all cleaning tasks in a particular area, such as an entire floor or the wing of a building. Workers fan out over an area and each does all cleaning tasks in his or her zone.

Team Cleaning deploys an assembly line of workers to "build the cleaning" in a manner that is fast, focused, duplicatable, and largely free from quality control problems. The difference is, rather than the product moving down an assembly line, the labor moves.

The Cleaning Production Line

Tasks of cleaning are typically grouped into four distinct functions: Light Duty Function (dusting, emptying trash, spot cleaning, etc.), Vacuum Function (vacuuming carpets and hard floors), Restroom Function (cleaning, sanitizing and restocking restrooms), and Utility Function (cleaning lobbies, spot cleaning glass, mopping and scrubbing floors, etc.).

Team Cleaning allows flexibility in staffing levels and in the size and complexity of facility to which it is applied. Since it is an assembly line process where the labor rather than product moves, Team Cleaning allows for "teams" as small as one worker in smaller facilities. One person can complete all steps of the Team Cleaning process, by performing each function in prescribed sequence, and can do so more quickly than in older systems such as zone cleaning. In complex healthcare environments, teams may consist of up to seven workers. Most often, teams consist of between one to four workers who individually or collectively complete the four primary functions in a precise sequence that optimizes quality and speed.

Here are examples of how routine or daily Team Cleaning works in a facility with staff levels from one to four workers.

One Cleaning Worker

- Person One: 1. Light-duty tasks
- Person One: 2. Vacuum tasks
- Person One: 3. Restroom tasks
- Person One: 4. Utility tasks

Two Cleaning Workers

- Person One: 1. Light duty tasks
- Person Two: 2. Vacuum tasks
- Person One: 3. Restroom tasks
- Person Two: 4. Utility tasks*

Three Cleaning Workers

- Person One: 1. Light-duty tasks
- Person Two: 2. Vacuum tasks
- Person Three: 3. Restroom tasks
- Person One: 4. Utility tasks*

Four or More Cleaning Workers

- Person One: 1. Light-duty tasks
- Person Two: 2. Vacuum tasks
- Person Three: 3. Restroom tasks
- Person Four: 4. Utility tasks*

Note: When a function (Light Duty, Vacuum, Restroom, or Utility) is completed, the corresponding team member moves on to the next function in sequence or assists other team members to complete their tasks.

*Depending on the scope and nature of utility work, one or more workers may perform aspects of the utility function after completing their primary function(s).

Job Descriptions and Responsibilities

In Team Cleaning, each of the four functions on the "production line" is well defined. By design, like a lean machine, the team system is a simple precision approach to cleaning. Training is straightforward and easy to understand, with few cleaning tasks to learn and perform. By focusing primarily on one type of work (while cross-training and rotating for flexibility), each team member becomes more skilled, more effective, and more knowledgeable about safe, sound procedures for that job. Note examples of how the functions are sequenced and completed.

Light-Duty Function

Empty trash and reinstall liners, clean ashtrays, dust all horizontal and vertical surfaces. Pick up paper clips, paper, and pencils from floor; spot-clean door glass. Position trash in a strategic location for the utility specialist to pick up and take to the dumpster. Lay a clean liner down before placing a full trash liner on the floor. Lay the trash container on its side, and slowly remove the full liner. The above steps will prevent unnecessary spots and spills on floors, while preventing back stress. Report anything unusual to the supervisor.

Vacuum Function

Check each trashcan before vacuuming under it (double-check system). Vacuum all traffic areas and spot-vacuum all other areas. Remove crumbs, ashes, or other debris on furniture. Reposition all furniture correctly, turn out lights upon completion of the room, and secure area as required. Report anything unusual to the supervisor.

Restroom Function

Refill toilet tissue first, and then refill all other dispensers. Empty trash; clean and disinfect all fixtures and mirrors. Spot-clean and disinfect partitions and doors. Sweep and mop tile floors. Check all fixtures, and make a note of damaged or burned-out light bulbs to the supervisor.

Utility Function

The Utility Function is the most varied. Many times, utility tasks are completed by the building supervisor. This function has routine duties, but may also include other cleaning tasks such as floor and carpet maintenance. Routine tasks are to polish stairs, vacuum stairwells, clean glass, polish brass, pick up trash on specific floors or areas, spot-clean carpet, and haul trash to the dumpster.

Scheduling Detail and Project Work

Team Cleaning is divided into routine (daily cleaning as covered above), detail (in-depth detail work such as vacuuming carpet edges, etc.), and projects (regular but less frequent work such as carpet extraction, floor stripping, etc.)

Team Cleaning divides each building into four cores or quadrants to systematize cleaning. For example, Monday through Thursday, one-fourth of the facility may be detail cleaned each day. With this schedule, all four core areas are detail cleaned weekly. Of course, frequency of detail cleaning will vary according to facility needs. Team Cleaning builds detail work into the system rather than leaving it to chance.

Supervisors may allot extra time for project work on Friday. Just as detail cleaning may be workloaded over four days to accomplish all detail cleaning weekly, project work may be workloaded over the Friday's in a month according to building needs. Projects could include extraction carpet cleaning, total window cleaning, recoating floors, or smaller jobs. For example, on Friday the Light Duty worker may be assigned project work such as cleaning telephones, blinds, or break areas. Likewise, the Vacuum worker may vacuum furniture on Friday or perform other less frequent tasks.

Example

- * Routine Cleaning is performed in all quadrants Monday-Friday and completed daily.
- * Detail Cleaning is performed Monday through Thursday and completed weekly.
- * Project Work is performed on Fridays and completed monthly.

Team Cleaning Advantages

Supervision & Work Quality

Supervising Team Cleaning is less time consuming. In a traditional zone-cleaned building, because a different person cleans each floor or area, a supervisor must inspect each area to determine overall quality. Since Team Cleaning is an assembly line process, the supervisor can spot-check a few floors and restrooms and assess overall quality. Workers who focus on a few clearly defined responsibilities do a better job more consistently, making supervision easier.

Training

Training workers in Team Cleaning functions is simpler and less time consuming. A key element of Team Cleaning, like any good assembly line, is standardization-specific tasks are performed in specific ways with specific tools and materials-and cross training for the purpose of providing back-up when a team member is absent. If a person is absent for zone cleaning, a supervisor must teach the new person numerous functions. To train a new member for Team Cleaning, a supervisor demonstrates just one set of tasks.

Double-Check System

With a sequenced team, there is a double-check system for the number one customer complaint: unemptied trash. Because the vacuum function follows the light-duty function, the vacuumer enters an office and immediately goes to the trash can, checks it, empties it if necessary, and begins vacuuming from that point.

Energy Savings

Team Cleaning saves electricity. When the light-duty and vacuum functions are completed, the vacuumer turns out the lights. Only the specific areas of each floor where the restroom and utility function are in progress remain lighted.

Scheduling & Productivity

Team scheduling is based on a building's size, the layout, and special needs. Job cards are carried by team members. Their duties, schedule, and estimated time for each task/function are listed, along with special instructions. These laminated cards guide employees, keep them on schedule, and allow supervisors to pinpoint worker location at any given time during a shift.

Management determines the estimated time required to clean each floor/area, based on individual building requirements, and designs job cards accordingly. Generally, the light-duty function and vacuum function allow a production rate of 10,000 square feet an hour, the restroom function requires 2-3 minutes per restroom fixture, and the utility function varies depending on the building and the defined tasks. Again, focusing and sequencing the workers on a narrow but complementary range of tasks allows much faster production at much higher quality than before possible.

Enhanced Security & Efficiency

Team Cleaning uses a color-coded dot system to ensure security and efficient vacuuming.

Interior Doors System

Place small color-coded dots on the door casings and over the best electrical outlet for the vacuum to allow maximum cord reach and uninterrupted power to essential systems (e.g., computers).

Color-coded Dot System

- The door is to remain locked, use a red dot - (including while a worker is inside)
- The door is to be closed, but not locked, use a green dot, after the cleaning function is completed
- The door remains as it was originally found, use a white dot or no dot
- Best electrical outlet for vacuum, use a blue dot

Exterior Doors Tip

Ensure exterior doors are properly locked by teaching workers the following procedure:

1. Lock the door and shake it.
2. Take a few steps away from the building.
3. Walk back to the door and shake it again.

Morale

Team Cleaning succeeds because you share well-defined goals, keep custodians in the know, and encourage input and clear communication. Custodians are much happier when they work together for a common goal. Those goals may include raising customer satisfaction to desired percentage levels (100% being best), as determined by customer surveys. Surveys may be designed that allow the whole team to pinpoint and correct problem areas, and help make each worker accountable for the reputation of the entire team.

Listen and learn together. Custodians want their work validated, and to know their opinion counts. Input from workers allows refining the Team Cleaning program, making the production line work better.

The assembly-line process allocates work fairly, increasing accountability and quality. Nobody can rightly argue that they are doing all the work. This boosts morale and team spirit.

Improved Indoor Air Quality - Cleaning For Health®

Growing public concern over indoor air quality (IAQ) has encouraged many facilities to be proactive toward cleaning with health issues in mind. Many health risks relate to the way buildings are maintained. The quality of the indoor environment-both from a health and aesthetic standpoint-is ensured through proper cleaning and maintenance. Moreover, Cleaning For Health, produces tangible savings and benefits.

Resettling airborne dust raises labor costs dramatically. Fine particles escape inefficient vacuum filters and re-circulate into recently cleaned areas throughout the facility, requiring more dusting, floor maintenance, HVAC cleaning, and other labor-intensive procedures. Dust contains dirt, textile fibers, pollen, hair, skin flakes, residue from cleaning chemicals, decaying organic matter, dust mites, bacteria, fungi, viruses, and a variety of other contaminants. Dust particles carry viruses into the air, creating additional health hazards.

Using proper Four-level Filtration™ vacuums, along with a simple program of filter care, significantly reduces airborne particles, producing labor savings and healthier air for building occupants.

Conclusion

Team Cleaning is synonymous with Cleaning for Health, high productivity, work quality, and worker satisfaction. Like a fine machine engineered for a well-defined purpose, Team Cleaning is a simple precision approach achieved by design to serve the interests of people in creating a clean, healthy, and safe environment at the lowest possible cost.

David J. Frank has over 12 years experience in the sanitary supply industry. He is an active member of the International Sanitary Supply Association and the Building Service Contractors Association International.

SECTION H - ATTACHMENTS

ABC School Custodial Cleaning Plan

Room/Area	Principal/Designee Signature							Date						
	1	2	3	4	5	6	7	1	2	3	4	5	6	7
ACADEMIC CLASSROOMS	A	S/A	W	A	W	D								
ATHLETIC AREAS	A	S/A	W	A	W	D								
CAFETERIA	A	S/A	W	A	W	D								
CAREER TRAINING CLASSROOM	3XW													
COMMON AREAS	3XW													
COMPUTER LAB	W													
COMPUTER ROOMS	W													
FIELD HOUSE	W													
GYM	W													
HALLWAYS	3XW													
HEALTH ROOM (Nurses Office)	S/A													
LABORATORY	W													
LAUNDRY ROOM	W													
LOBBY	3XW													
LOCKER ROOMS	W													
LOUNGES	S/A													
MEDIA CENTER	W													
MUSIC ROOMS	W													
MULTI-PURPOSE ROOM	A													
OFFICES	W													
OUTSIDE	W													
RESTROOMS	W													
SCIENCE LAB	S/A													
STAGE	W													
STAGE BACK	W													
WORKROOMS	A	S/A	W	A	W	D								

Key: D-Daily, W-Weekly, 2XW- 2 times per week, 3XW- 3 times per week, M-Monthly, S/A- semi-annually, Q- Quarterly, A- Annually, A/R-As Required

SECTION H - ATTACHMENTS

	YES	NO
GENERAL		
1. Clean all door and window glass with window cleaner and microfiber cloth		
2. Clean all doors with general cleaning solution; clean from top to bottom		
3. Spot clean any graffiti on walls, floors, and desks; remove tape and chewing gum with the straight edge of a putty knife		
4. Post wet floor signs in cleaning area; remove only when floors are completely dry		
GROUNDS CARE		
1. Perform the following each day before students arrive: remove all graffiti (photograph and report to principal any gang-related graffiti); pick up trash and debris, including glass and sharp objects, from entire grounds and parking lots; empty all outside trashcans		
2. Clean storm drain grating weekly, or when backup occurs		
3. Keep sidewalks and entrances free of ice and snow		
4. See also "ENTRYWAYS" below		
ENTRYWAYS - DAILY		
1. Clean exterior sidewalk and vestibule with high quality push broom or water hose		
2. Vacuum entryway mat in both directions (2 passes, minimum)		
3. Clean walls, doors, handles, push plates, and kick-plates inside and outside		
4. Empty all waste receptacles & recycling; clean outside of trash can and change liner if dirty		
ENTRYWAYS - WEEKLY		
1. Roll up and remove entryway mats inside and outside		
2. Sweep and then damp mop underneath interior entryway mat area; allow to dry completely prior to replacing entryway mat		
3. Sweep or pressure wash underneath exterior entryway mat; allow to dry completely prior to replacing entryway mat		
DUSTING - DAILY		
1. Use micro-fiber or damp lint-free cloth		
2. Dust from top to bottom		
3. Dust walls, desk tops, sills, ledges, shelves, bookshelves, blinds, furniture, and exit signs; damp wipe walls, woodwork, baseboards, trim, and window sills weekly		
4. Vacuum and damp wipe chalk trays, moving chalk and erasers to cleaned area		
DUST MOPPING/VACUUMING - DAILY		
1. Start from far corner and work towards the door		
2. Use continuous motion without lifting the mop/vacuum from the floor		
3. Turn and pivot mop head/vacuum and overlap previous path by 2 to 4 inches		
4. Pick up all debris with brush and dust pan; remove chewing gum with a putty knife		
5. Replace vacuum bags when ¾ full		

6. Spot clean carpet and floor areas		
7. Vacuum chalk board trays, vents, grates, crevices, and ceiling diffusers		
MOPPING/VACUUMING - WEEKLY		
1. Vacuum all fabric covered furnishings weekly		
2. Burnish hard floors to restore finish and dust mop after burnishing		
CARPET CARE - CLEANING		
1. Apply spot treatment, as required		
2. Check for wet areas on carpet; blot and dry with wet-vac		
3. For chronic wet areas on carpet, remove water source, inspect carpet for mold, replace any carpet with signs of mold or mildew (visual or smell), if water source cannot be eliminated, remove carpet and replace with non-absorbent flooring surface		
4. See above for additional requirements		
CARPET CARE - PRE-SPRAY/EXTRACTION		
1. Apply spot treatment, as required		
2. Apply pre-spray to carpet and allow to sit 10-15 minutes		
3. Extract & rinse carpet with warm water on first pass		
4. Dry-extract on second pass		
5. Empty recovery tank when full (and refill rinse tank with warm water as required)		
FLOOR CARE - BUFFING		
1. Mop entire floor with Super Shine All using micro-fiber flat mop before buffing. Allow to dry.		
2. Make 3 passes with a 175 rpm buffing machine (fitted with buffing pad) in a swinging motion around the work area.		
4. Change pads as necessary		
5. Dust Mop floor with micro-fiber mop after entire area has been buffed		
FLOOR CARE - BURNISHING		
1. Mop entire floor with Super Shine All using micro-fiber flat mop before burnishing. Allow to dry.		
2. Make one pass over the work area with burnisher		
3. Repeat second pass if desired gloss is not achieved		
4. Change pads as necessary		
5. Dust Mop floor with micro-fiber mop after entire area has been buffed		

SECTION H – ATTACHMENTS

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.

- c. 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.
- d. 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:
 - 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 deposable 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 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.

SECTION H – ATTACHMENTS

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.
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*

SECTION H – ATTACHMENTS

Union County Public Schools Facilities Department Entryway Maintenance Program

A. Entryway System Description

UCPS Facilities Department utilizes a system of entryway mats and cleaning of exterior walkways in an effort to reduce the amount of particulates (such as dirt and pollen), and excess moisture (such as snow) entering the building via foot transfer. The primary objective of this entryway maintenance system is to prevent and limit the contamination of the building interior with these and other substances that may adversely impact air quality, health, building finishes and building systems. A system for maintaining the entryways has been developed for use at each of the building's high volume entrances, including the main lobby and the main employee entrances. To maintain maximum effectiveness of this system, all exterior and interior entryway mats and exterior walkways are to be maintained as scheduled below by custodial personnel.

B. Entryway System Floor Mat Specifications

1. Must extend at least 10 feet (exterior/interior) in length and be at least 3 feet wide;
2. Constructed with a minimum 10% recycled content;
3. Have a rubber backing such that the occurrence of slip is eliminated;
4. Constructed with mold and mildew resistant materials.

C. Entryway System Maintenance Schedule

1. All high traffic entrances, their mats and adjacent exterior walkways are to be cleaned of all dirt, debris, and moisture manually as needed (if this frequency is greater than the schedule detailed below) or as scheduled below;
2. All high traffic entrances and their mats are to be vacuumed daily;
3. All interior entryway mats are to be cleaned with a carpet extractor monthly spring to fall, and biweekly in the winter.
4. All exterior walkways which connect high-traffic entrances to exterior locations (such as parking lot, driveway and other entrances) must be swept clean of dirt and debris on a daily basis spring to fall.
5. All exterior walkways which connect high-traffic entrances to exterior locations are to be shoveled, plowed, and/or swept clean of all snow, dirt, debris etc, as needed in the winter.
6. All other exterior walkways will be swept clean of dirt and debris on a weekly basis spring to fall, and as needed in the winter. All non-high traffic entrances are to be cleaned weekly year round, or as needed (if greater frequency).

D. Entryway System Further Requirements

1. If a mat is damaged, or removed for any reason it must be reported to Custodial Coordinator and replaced within 24 hours;
2. All complaints and suggestions regarding the system are to be directed to the Custodial Coordinator;
3. The system is to be monitored quarterly, so that improvements to the operation of the system can be made as necessary.
4. Non-high traffic areas will also be monitored to determine the need for an expansion of the system to these entrances as well.

SECTION H – ATTACHMENTS

Sustainable Purchasing Policy

Union County Public Schools Facilities Department

A. Purpose

To encourage the purchase and use of materials, products, and services that incorporate environmental, social, community and performance goals, Union County Public Schools has developed this environmentally preferable sustainable purchasing policy for the purchase of materials.

B. Scope

Substantial purchasing will be encouraged or required, if feasible, for ongoing consumables, including paper, toner cartridges, binders, batteries, and desk accessories. Food and beverage purchases are exempt. Purchasing activity for the entire school system and associated grounds will be included and documented.

1. Union County Public Schools will evaluate its needs and make purchases that meet 1 or more of the following criteria, where practical:
 - a. At least 10% postconsumer and/or 20% pre-consumer material.
 - b. At least 50% rapidly renewable materials.
 - c. At least 50% materials harvested or extracted and processed within 500 miles of the project.
 - d. At least 50% Forest Stewardship Council (FSC)-certified paper products.
 - e. Use of rechargeable batteries.
2. Extended Policy Scope in addition, Union County Public Schools will encourage the purchase and use of sustainable durable goods.
 - a. Durable Goods
 - b. Environmentally sustainable electric-powered equipment, including office equipment, appliances, external power adapters, televisions, and other audio-visual equipment, must be ENERGY STAR ® qualified, when feasible.
 - c. Conventional gas-powered equipment, such as maintenance, landscaping, and cleaning equipment or vehicles, must be replaced with electric-powered models.
 - d. In addition, environmentally preferable furniture, which meets the criteria listed above, should be used.

C. Performance Metric

Percentages must be based on total purchases of applicable materials on a cost basis. Materials meeting 2 separate criteria count twice toward the total. The average mercury content of lamps purchased must be determined using the weighted average method in the LEED Reference Guide for Green Building Operations & Maintenance, 2009 Edition. Documentation of all purchases related to the applicable categories must be maintained on an annual basis.

D. Goals

1. Union County Public Schools will maintain sustainable purchasing that adheres to the criteria above for at least 80% of the total annual purchase of applicable ongoing consumable materials, as deemed feasible by the Director of Purchasing.
2. Union County Public Schools will maintain sustainable purchasing that adheres to the criteria above for at least 90% of the total annual purchase of applicable durable materials, as deemed feasible by the Director of Purchasing.

E. Procedures and Strategies

1. The Director of Purchasing will be responsible for the following:
 - a. Adopting and enforcing the environmentally preferable purchasing policy.
 - b. Working with vendors to identify environmentally preferable products that meet the needs of the building.
 - c. Evaluating items that are purchased for the building, identifying opportunities for more environmentally friendly alternative, and establishing a policy to purchase the alternatives, where feasible.

F. Responsible Party

Teams and individuals involved in activities pertaining to the policy:

Director of Facilities

Director of Purchasing

Contracts Coordinator

Purchasing Agent

G. Time Period

This policy must remain in effect going forward from its inception date, June 1, 2012.

H. Definitions

1. Environmentally Preferable Product – A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may take into consideration raw materials acquisition, productions, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the products.
2. Rapidly Renewable Materials – Materials that are planted and harvested in a less than 10-year cycle. These include materials such as bamboo, wool, cotton insulation, agrifiber, linoleum, wheat board, strawboard, and cork.

SECTION H – ATTACHMENTS

Solid Waste Management Policy

Union County Public Schools Facilities Department

A. Objective

Union County Public Schools has the potential to produce large amounts of solid waste. It is our goal to generate the least amount of solid waste going to a sanitary landfill. This will lead to financial savings for the school system and benefit the environment. This will also create a learning opportunity for the students to develop sustainable and environmentally sound attitudes and habits. Union County Public Schools has contracted with an outside vendor to pick up all solid waste and recyclable materials.

B. Implementation

UCPS Facilities Department has developed a single sort (co-mingling) recycling program with each school to reduce the amount of solid waste going into the landfill.

1. To develop awareness of environmental responsibilities in students and staff.
2. To reinforce the importance of the “reduce, reuse, recycle” strategy.
3. To promote sustainability education and establish strategies to create an environmentally friendly school environment by reducing waste and maximizing recycling opportunities, including provision of recycling bin collection service.
4. Provide single sort recycle bins at every school.
5. Bins will be located throughout the school facility for ease of use by the building occupants.

C. Tracking

The Facilities Department will maintain records supplied by the vendor to track the amount of solid waste picked up each day. We will also have records on the amount of recycling picked up on a weekly basis.

D. Reporting

The Operations Coordinator is responsible for ensuring that all schools adhere to the requirements of this policy. The Operations Coordinator will report any corrective actions taken during the year to the Facilities Director.

