

## GREEN CLEANING

### Policy Statement

The Trumbull Board of Education shall adopt a green cleaning program and procedures for all of the district's buildings by July 1, 2011. A "green cleaning program" shall be defined as one that includes the procurement and proper use of environmentally preferable cleaning products as defined by the CT Department of Administrative Services (DAS) for all state-owned buildings. Those products must be certified Green Seal or Eco Logo.

The types of products to be included in the green cleaning program shall include: general purpose cleaners, bathroom cleaners, glass cleaners, floor finishes, floor strippers, hand cleansers, and soaps. After July 1, 2011, such cleaning products shall conform to the DAS standard.

Disinfectant cleaners, sanitizers, and other antimicrobial products are not included in this policy except to the extent that the Trumbull Public Schools shall select the safest, least toxic products in these categories that can still be effective.

No parent, guardian, teacher, or staff member may bring into the school facility any consumer product that is intended to clean, deodorize, sanitize, or disinfect.

The school green cleaning program shall be posted on the school website. In addition, annual notification shall be sent to all parents, guardians, and staff informing them of the policy and program, the availability of the program on the school website, and that a written copy of the program may be obtained upon request of the Plant Operations Department. In addition, the name of the supervisor in charge of green cleaning shall be made available.

Adopted: 9/20/2011

### References:

CT Public Act 09-81  
CT General Statutes Section Nos. 10-220 and 10-231 g  
1330/Use of Building Policy

**Regulations**

Green cleaning products have increased in importance as health studies have documented what ill and adverse effects most commercial chemical cleaning products have, not only on the janitorial staff that use them everyday, but also on building occupants such as an occupant in an office or a student in a school. The purpose of this policy is to prevent ailments caused by using harmful and toxic chemicals, increase knowledge of those who use them, and ensure that the products are not detrimental to the environment, water supply, or soil. As stated by the United States Green Building Council (USGBC), the overall intent of a green cleaning policy should be to “reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical contaminants that adversely impact air quality, occupant well-being, and the environment.”

**OVERVIEW:**

Cleaning standards and practices for the district include:

- Purchase **sustainable cleaning products and disinfectants** that comply with criteria in ‘Industrial and Institutional Cleaner Specifications’.
- Purchase **sustainable cleaning tools**, particularly microfiber or recycled cotton tools and wipes.
- For new equipment purchases, select **sustainable cleaning equipment** meeting criteria in ‘Sustainable Cleaning Equipment Specifications’
- Create a **listing of sustainable products approved for purchase** for the facility including industrial and institutional cleaners, floor care products, disposable paper products and trash bags and liners
- Create a **listing of prohibited products and chemicals** that will not be permitted nor purchased for use in the facility
- Develop **requirements for staffing and training of maintenance personnel** appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- **No parent, guardian, teacher, or staff member may bring into the school facility any consumer product that is intended to clean, deodorize, sanitize, or disinfect.**

\*\*\*\*For more information, please contact the Trumbull Public Schools Plant Administrator.

**Regulations cont'd.:**

**PURCHASE OF SUSTAINABLE CLEANING PRODUCTS & MATERIALS:**

Industrial and Institutional Cleaner Specifications:

**General purpose, bathroom, glass, and carpet cleaners used for industrial and institutional purposes will meet the requirements of Green Seal 37 (GS-37).**

**Industrial and institutional floor care products will meet the requirements of Green Seal 40 (GS-40).**

Sustainable Cleaning Tools:

**Microfiber Cleaning Cloths and Dry Mops:**

Microfiber cleaning products use static electricity to hold dust and particles without leaving dirt or streaks on the cleaned surface. They do not require the use of chemicals, can be used dry for dusting and light dirt, and cloths may be dampened with hot water for cleaning glass, mirrors, painted surfaces, etc. Microfiber cloths come in numerous styles in order to best fit the intended use, and can hold up to 7 times their weight in liquid. These reusable cloths will also replace the need for paper towels, reducing overall waste.

**Recycled Cotton Cloths:**

Recycled cotton cloths are always helpful to have when using a microfiber cloth is not necessary. These reusable cloths will also replace the need for paper towels, reducing overall waste.

Sustainable Cleaning Equipment:

The TPS custodial department possesses several pieces of “green” cleaning equipment. However, it is understood that the wholesale replacement of all existing custodial equipment is cost prohibitive and impractical. Therefore, the use of “green” cleaning equipment shall continue to be phased in with the purchase of new and replacement equipment.

**When replacing custodial equipment, the following guidelines shall be followed:**

**Vacuum Cleaners and carpet Extraction Equipment:**

Vacuum cleaners and carpet extraction equipment shall be certified by the Carpet and Rug Institute (CRI) “Green Label” Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.

**Regulations cont'd.:**

**Powered Floor Maintenance Equipment:**

Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers shall be equipped with vacuums, guards and/or other devices for capturing fine particulates and shall operate with a sound level of less than 70dBA.

**Automated Scrubbing Machines:**

Automated scrubbing machines shall be equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.

**Prohibited Products:**

The following is a list of products that are prohibited for use in Trumbull Public Schools

- Aerosols and other ozone depleting products
- Non-concentrated cleaning products (if concentrated is available)
- Products containing heavy metals
- Alkylphenol ethoxylates
- Phthalatates

**TRAINING PROGRAM:**

Custodial training is an integral part of a green cleaning policy. If the janitorial staff is not trained to use products correctly, results can lead to excessive use of chemicals (using higher cleaner concentrations when not required for the task at hand), wasted time (for over-cleaning) and wasted resources, all of which can have a negative effect on the environment and the facility's maintenance budget. Please find the Trumbull Public Schools Green Cleaning Training Guide in the following pages.

Regulations cont'd.:**GREEN CLEANING TRAINING GUIDE  
TRUMBULL PUBLIC SCHOOLS**

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**Purpose:**

To maintain a safe, sanitary and healthy environment for all students, staff and visitors.

**What is Green Cleaning?**

Green cleaning is the practice of using environmentally-friendly methods and products that preserve human health and environmental quality.

**How do we implement a Green Cleaning Program?**

- Be sure our cleaning staff understands the importance and takes part in providing a clean, healthy building for all building occupants.
- Use environmentally preferred cleaning products such as those that are Green Seal Certified.
- Use environmentally preferred paper products.
- Use sustainable cleaning equipment.
- Minimize waste.
- Only approved cleaning chemicals may be used in the schools.

**Steps to a “Green Clean”**

**1. Organization:** Be sure to assemble all necessary equipment. This includes Microfiber cloths, trash liners, general purpose cleaner, large separate trash and recycling receptacles, etc.

**2. Empty the Trash Container:**

- Empty and remove all trash and recycling from the room. Recycling should always be kept separate from trash.
- Replace the liner if it is soiled. If not, leave the liner and only dump the trash.

**3. Dust from High to Low:**

- Use a Microfiber high duster to clean all surfaces above shoulder height.
- Begin at a set point (e.g. the door, specific corner, etc.) and clean in a counter-clockwise rotation around the room.
- Use a Microfiber cloth to dust all lower surfaces and follow the same pattern around the room.
- Bring soiled cloths to laundry area for washing.

*What is Microfiber?*

Microfiber cleaning products use static electricity to hold dust and particles without leaving dirt or streaks on the cleaned surface. They do not require the use of chemicals, may be used dry for dusting and light dirt, and cloths can also be dampened with hot water for cleaning glass, mirrors, painted surfaces, etc.

Regulations cont'd.:

**4. Dry Mop or Vacuum**

*Dry mop*

- Using a Microfiber dry mop, begin at the back of the room and work toward the door. Always keep the mop in direct contact with the floor.
- Pick up dirt with dust pan and brush and deposit into the large trash receptacle.
- To clean the dust mop, use the counter brush in a downward motion over the trash receptacle.
- Return mop to supervisor to be washed

*HEPA Vacuum*

- Use HEPA or High-filtration technology for better indoor air quality. High Efficiency Particulate Arrestor<sup>®</sup> or HEPA Filters are able to trap over 99% of airborne particulate matter as small as 0.3 microns, leaving the air that exits the vacuum cleaner than the air that went in.

**5. Diluting Chemicals for Use**

The chemical concentrate dispenser for approved all-purpose cleaner is located on the wall of the each janitorial closet. To dispense, carefully follow manufacturer's instructions.

*Bottles*

- Choose an empty, refillable spray bottle.
- Place the empty bottle under the dispenser marked with a spray bottle.
- Flip the dispenser switch to "ON" and run the mop sink water until the bottle is full.

*Mop Bucket*

- Take a mop bucket and place it under the dispenser marked with a mop bucket.
- Flip the dispenser switch to "ON" and run the mop sink water until the bucket is full.

**6. Spot Clean Surfaces**

- Use Microfiber cleaning cloths for general spot cleaning.
- If more thorough cleaning is necessary, spray approved all-purpose cleaner onto cleaning cloth.
- All surfaces including desks, chairs, tables, windows, telephones, furniture, switches, doorknobs, and frames should be spot cleaned.

**7. Clean and Disinfect Bathrooms**

*Disinfectants should be used sparingly and only where required. When using chemical disinfectants, carefully follow product label directions for preparation of disinfecting solutions.*

- Apply EPA-registered disinfectant to the inside of the toilet bowl; swab the underside of rim and let sit.
- Clean all fixtures, sinks, outside of bowl and toilet seat, using EPA-certified disinfectant and cleaning cloth. Be sure to use separate cloths for the toilet and the sink!!
- Clean mirrors using a Microfiber cloth. (Dampen with warm water if necessary.)
- Refill all dispensers, hand soap, toilet tissue and paper towels. Place any empty roll tubes in the recycling receptacle.

**Regulations cont'd.:**

**8. Damp Mop**

- Using approved all-purpose cleaning solution, immerse your wet mop in mop bucket and then *tightly* wring out the mop.
- Starting at one end of the room working toward the door, damp mop the floor using a figure eight pattern. Change the bucket solution as it becomes dirty.

**9. Inspection**

- Check to make sure you have completed all necessary cleaning tasks.
- Report any maintenance problems or issues.

**10. Specialty Cleaning and Projects**

- Includes oven cleaning, carpet care and other periodic work.
- Carpet care: use approved carpet cleaner
- Floor care: use approved multi-use floor coating and floor stripper

**11. Disposal**

- Use the cleaning chemicals entirely; never dispose of cleaning chemicals down drain or in trash.
- Save empty spray bottles to be refilled, making sure the chemical label is still intact and readable.
- Bring hazardous waste to hazardous waste drop off.
- Put trash and recycling in proper, separate receptacles.

**Potential Hazards**

Although the cleaning products purchased and used in this facility are environmentally preferable, caution should be employed when using cleaning chemicals. The following is a list of safety precautions that should be adhered to at all times:

- Always wear personal protective equipment
- Clothes should be free of holes and tears
- Cuts and scratches should be covered
- Gloves should always be worn when cleaning and when diluting cleaning products
- Wear a mask and/or goggles when required
- Use Wet Floor Signs
- Do not leave equipment blocking hallways or doorways
- Rectify all fire or safety hazards, and/or report them to your supervisor
- Do not use equipment for tasks other than specified use
- Know where the facility's MSDS binder is located in case of an emergency

**Questions??**

Be sure to ask your supervisor if you have any questions regarding green cleaning or other building maintenance issues.

**TPS Facilities Maintenance Department**

**Employee Green Cleaning Training Agreement Form**

I, \_\_\_\_\_ have participated in the Green Cleaning Training Session for the Trumbull Public Schools. I hereby understand and agree to abide by all policy specifications and cleaning requirements set forth during the training session and listed in the Facilities Maintenance Department Employee Handbook. It will be my supervisor's responsibility to keep me updated concerning modifications (if any) made to the Green Cleaning Policy for as long as I am employed with this company.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature







\_\_\_\_\_  
Date



\_\_\_\_\_  
Supervisor Signature

## Appendix A

### Approved Products:

The list of products that has been approved for purchase for Trumbull Public Schools can be found in Appendix A: Approved Cleaning Products. All industrial cleaning products and disposable paper and plastic products meet the State of CT sustainability criteria or have undergone testing to demonstrate compliance.

| Master Cleaning Chemical List:  |   |                                |   |                    |
|---|---|--------------------------------|---|--------------------|
| Product Usage Summary   |   |                                |   |                    |
| <b>REGULATED PRODUCTS</b>   |   |                                |   |                    |
|   | <b>Product Name</b>                                 | <b>Product Type</b>            | <b>Usage Areas</b>  | <b>Usage Areas</b> |
|    | <b>Hillyard EP22®</b>                               | <b>Floor Finish</b>            | Finish is applied to floors that are newly stripped or have been deep scrubbed. All vinyl floors including offices, hallways and classrooms.  | As Needed          |
|   | <b>Hillyard Green Select® Stripper</b>              | <b>Floor Finish Stripper</b>   | For use in stripping processes only to remove all floor finish on a floor. All vinyl floors including offices, hallways and classrooms.   | As Needed          |
|  | <b>Hillyard Top Clean® All-Purpose Cleaner</b>      | <b>General Purpose Cleaner</b> | Routine daily cleaner for all floors with floor finish. General Purpose Cleaner for any water washable surface. All vinyl floors including offices, hallways and classrooms.                                    | Daily              |
|  | <b>Hillyard Green Select® #29</b>                   | <b>Bathroom Cleaner</b>        | Use on showers, porcelain, chrome and other restroom fixtures to remove lime, scale, hard water deposits and soap. May also be used on water fountains, in locker rooms and for most hard water stain problems. | Daily              |
|  | <b>Hillyard Green Select® #28 Degreaser</b>         | <b>Heavy Duty Cleaner</b>      | Use to clean walls, kitchen floors, resilient tile, tables, and machinery, and removes tough, greasy soil from any surface not harmed by water.   | Daily              |
|  | <b>Hillyard Suprox® #39 Glass and Floor Cleaner</b> | <b>Glass and Floor Cleaner</b> | Use for cleaning for glass, mirrors, and daily damp mopping or auto scrubbing of most hard floor surfaces.  | Daily              |

|   |   |                                |   |            |
|---|---|--------------------------------|---|------------|
|  | <b>Hillyard Super Shine All ® #8 Hard Floor Cleaner</b> | <b>Gym Floor Cleaning</b>      | Use for cleaning resilient tile, asphalt tile, vinyl floors, synthetic floors, terrazzo, quarry tile, paver brick, natural stone and coated wood floors. Protective sheen helps preserve and protect. | Daily      |
|  | <b>Hillyard Arsenal® Carpet Pre-Spray</b>               | <b>Carpet Cleaning</b>         | Use for cleaning carpets. Penetrates to loosen oil and water-based soils. Removes soil without damaging carpet.   | As Needed  |
| <b>NON-REGULATED PRODUCTS BY CT 09-81</b>   |   |                                |   |            |
|   | <b>Hillyard Arsenal QT®-5</b>                           | <b>Disinfectant</b>            | Use on non-food contact surfaces in bathrooms, kitchens, Sick Rooms, Day care centers, Nurseries, Athletic facilities, Exercise facilities, Schools, Shower and bath areas.                           | As Needed  |
|   | <b>Hillyard Liquid Swabby II®</b>                       | <b>Toilet Bowl Cleaner</b>     | Use in toilets for efficient removal of organic material and hard water build-up  | Daily      |
|   | <b>Hillyard Take Down®</b>                              | <b>Odor Eliminator</b>         | Use for a variety of applications including restrooms, floors, carpet, garbage containers, and anywhere foul odors are a problem.   | As Needed  |
|   | <b>Hillyard Arsenal® Carpet ph Rinse</b>                | <b>Carpet Extraction Rinse</b> | Use to remove and neutralize alkaline buildup from carpet fibers. Neutralizes pH to prevent browning. Brightens the color of the carpet.  | As Needed  |
|   | <b>Hillyard Trophy® H2O Gym Finish</b>                  | <b>Gym Floor Finish</b>        | Use as a one-coat finish to gym floors after preparation. An innovative 2-component, high-solids, water-based gym finish that saves application time and uses less product.                           | As Needed  |
|   | <b>Hillyard Ziz-O®</b>                                  | <b>Graffiti remover</b>        | Use for removal of graffiti and other tough cleaning problems. Effectively removes lipstick, indelible inks, ballpoint/felt tip pen inks from nonporous, enameled and painted surfaces.               | As Needed  |
|   | <b>Hillyard® Defoamer II</b>                            | <b>Defoamer</b>                | Use to eliminate foam in recovery tanks of carpet cleaning equipment, automatic floor scrubbers, and wet pickup vacuums.  | As Needed. |