

## MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT

### GREEN PURCHASING AND CLEANING POLICY

1. This policy applies to the general purchasing and cleaning activities at all BWRSD buildings, including all toilet rooms, breakrooms, lactation rooms in the building.

#### **2. Performance Metrics**

Staff training records must be maintained by the Janitorial vendor. APPA audit and/or customer satisfaction survey results will measure the effectiveness of this program. Purchasing records will serve as documentation for compliance to the chemical and equipment portions of this policy. If there is a staffing shortage challenge – the BWRSD staff is trained to step in and bridge the gap.

#### **3. Goals**

The goal of this policy is to have a high-performance cleaning program in place that reduces the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect the air quality, human health, building finishes, building systems, and the environment.

#### **4. Procedures and Strategies**

##### **4.1 Purchase of Sustainable Cleaning Products and Materials**

1. 100% of cleaning products not classified as disinfectants must meet one or more of the following standards:
  - a. Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes;
  - b. UL EcoLogo 2792 (formerly CCD 110), for cleaning and degreasing compounds;
  - c. UL EcoLogo 2759 (formerly CCD 146), for hard-surface cleaners;
  - d. UL EcoLogo 2795 (formerly CCD 148), for carpet and upholstery care;
  - e. Green Seal GS-40, for industrial and institutional floor care products;
  - f. UL EcoLogo 2777 (formerly CCD 147) , for hard-floor care;
  - g. EPA Safer Choice Standard.
2. 75%, by cost, of disinfectants, metal polish, or other products not addressed by the above standards must meet one or more of the following standards:
  - a. UL EcoLogo 2798 (formerly CCD 112), for digestion additives for cleaning and odor control;
  - b. UL EcoLogo 2791 (formerly CCD 113), for drain or grease trap additives;
  - c. UL EcoLogo 2796 (formerly CCD 115/107), for odor control additives;
  - d. Green Seal GS-52/53, for specialty cleaning products;
  - e. California Code of Regulations maximum allowable VOC levels for the specific product category;
  - f. EPA Safer Choice Standard; and/or

- g. Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Safer Choice Standard requirements, as appropriate for use patterns and marketing claims).
3. 100% of disposable janitorial paper products and trash bags must meet the minimum requirements of one or more of the following programs:
    - a. Green Seal GS-01, for tissue paper, paper towels and napkins;
    - b. UL EcoLogo 175 Sanitary Paper Products, for toilet tissue and hand towels; and/or
    - c. FSC certification, for fiber procurement.
  4. 75%, by cost, of hand soaps and hand sanitizers must meet one or more of the following standards:
    - a. no antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements);
    - b. Green Seal GS-41, for industrial and institutional hand cleaners;
    - c. UL EcoLogo 2784 (formerly CCD 104), for hand cleaners and hand soaps;
    - d. UL EcoLogo 2783 (formerly CCD 170), for hand sanitizers;
    - e. EPA Safer Choice Standard.

**Sustainable Cleaning Equipment** – Equipment will be selected based on its ability to protect and enhance: air quality, occupant health, building finishes, and operating systems. Equipment must be maintained and operated in a manner that will reduce exposure of building occupants and cleaning personnel to potentially hazardous conditions and reduce the disposition of contaminants in the building. Create an inventory of existing interior and exterior equipment, including what is brought on site by vendors. At least 40% of all powered janitorial equipment (purchased, leased, or used by contractors) must meet the following criteria. For existing equipment that does not meet the criteria, develop a phase-out plan for its replacement with environmentally preferable products at the end of its useful life. All powered equipment must have the following features:

- safeguards, such as rollers or rubber bumpers, to avoid damage to building surfaces;
- ergonomic design to minimize vibration, noise, and user fatigue, as reported in the user manual in accordance with ISO 5349-1 for arm vibrations, ISO 2631–1 for vibration to the whole body, and ISO 11201 for sound pressure at operator’s ear
- as applicable, environmentally preferable batteries (e.g., gel, absorbent glass mat, lithium-ion) except in applications requiring deep discharge and heavy loads where performance or battery life is reduced by the use of sealed batteries.

The following standards will apply as applicable:

- Vacuum cleaners meet the requirements of the Carpet & Rug Institute “Green Label Program”, and can capture 96% of particulates 0.3 microns in size and operate with a sound level less than 70dBA

- Hot water extraction equipment for deep cleaning carpets can remove sufficient moisture such that carpets can dry in less than 24 hours. Will be certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
  - Powered maintenance equipment including floor buffers, burnishers, and automatic scrubbers is equipped with vacuums, guards and/or other devices for capturing fine particulates, and shall operate with a sound level less than 70dBA
  - Propane-powered floor equipment must have high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board or EPA standards for the specific engine size and operate with a sound level of 90 dBA or less, in accordance with ISO 11201.
  - Automated scrubbing machines must be equipped with variable-speed feed pumps and either (1) on-board chemical metering to optimize the use of cleaning fluids or (2) dilution control systems for chemical refilling. Alternatively, scrubbing machines may use tap water only, with no added cleaning products.
  - Where appropriate, active microfiber technology is used to reduce cleaning chemical consumption and prolong life of disposable scrubbing pads
- 4.2 **Floor Care** – The site will establish standard operating procedures (SOPs) that address effective cleaning of hard floor and carpeted surfaces. These SOPs may be part of the Janitorial vendor's SOPs.
- 4.3 **Hand Hygiene** – The BWRSD staff will be trained in the importance and methods of hand hygiene. The preferred method of cleaning hands is to lather and scrub your hands using simple soap and warm water for 20 seconds. An alternate method, when soap and warm water are not available, is the use of alcohol-based hand sanitizer. The use of antibacterial soaps is not recommended because they are no more effective in killing germs than regular soap and may lead to the development of bacteria that are resistant to the products' antimicrobial agents, making it even harder to kill these germs in the future
- 4.4 **Chemical Handling & Storage (& spill response)** – Bulk storage of cleaning chemicals should be in a centralized secure area with containment that will protect against an inadvertent release to the environment (i.e. no floor drains in the vicinity). Cleaning chemicals shall be stored neatly using a shelving system that will allow for safe handling of the material. If necessary, appropriately designed step-stools or step-ladders shall be provided to access the upper shelves. Point-of-use storage, such as in janitorial closets, shall maintain the minimum quantity of chemicals as practical. Where appropriate, cleaning chemical dispensing systems shall be used to minimize the handling exposure to the employees and to measure the proper amount of cleaning solution for dilution. Proper Personnel Protective Equipment (PPE) shall be provided to employees handling the cleaning chemicals. All personnel that use the cleaning chemicals shall be properly trained in their handling, use, and spill cleanup.
- 4.5 **Training** – The building's janitorial staff shall be trained in elements of the Green Clean Policy and in the associated Green Clean SOPs. This training will ensure that the staff is fully educated on the products, equipment, and procedures, as well as the goals and priorities that are critical to the success of the green cleaning program.
- 4.6 **Continuous Improvement** – The effectiveness of the Green Cleaning Program shall be evaluated periodically through either customer satisfaction surveys to the tenants or through an APPA (Association of Physical Plant Administrators) audit that determines the appearance level of the facility, or both.

## 5. Responsible Party

5.1 The BWRSD Property Manager is responsible for ensuring compliance with this policy.

## 6. Cleaning Protocol

6.1 We will implement a TOILET ROOM cleaning protocol that:

- a. applies to all toilet areas within the project.
- b. details the daily cleaning (at night, Monday through Friday) of the following:
  - i. Wipe clean partitions, tile walls, dispensers, doors receptacles, etc.
  - ii. Sanitize, disinfect and servicing of restrooms. Use germicidal detergent
  - iii. Sweep, mop and wash all flooring with approved 3M Twist and Fill germicidal detergent solution.
  - iv. Empty all restroom trash and sanitary disposal receptacles. Replace liners.
  - v. Wash both sides of all toilet seats, urinals, wash basins and bowls with approved germicidal detergent solution.
  - vi. Empty & clean towel and sanitary disposal receptacles in common lavatories.
  - vii. All cleaning products and disposable paper towel supplies used will be as environmentally friendly as possible and adhere to the Green Seal standard
- c. Details the weekly upkeep cleaning (Friday nights, anticipated) of the following:
  - i. Restock all disposable paper towel + toilet paper supply dispensers as needed when applicable.
  - ii. Remove finger marks from mirrors
  - iii. Dust clean partitions, tile walls, dispensers, doors receptacles, etc.

6.2 We will implement a CAFETERIA cleaning protocol that:

- a. applies to all break areas within the project.
- b. details the daily cleaning (at night, Monday through Friday and as needed throughout the day) of the following:
  - i. Wipe counters, tables, sinks, surfaces, appliances (such as refrigerators, freezers, microwaves, coffee machines), doors receptacles, etc.
  - ii. Sanitize, disinfect counter surfaces + sinks.
  - iii. Sweep, mop and wash all flooring with approved 3M Twist and Fill germicidal detergent solution.
  - iv. Restock all disposable paper towel and napkin supply dispensers as needed when applicable.
  - v. All cleaning products and disposable paper towel supplies used will be as environmentally friendly as possible and adhere to the Green Seal standard
- c. Details the weekly upkeep cleaning (Friday nights, anticipated) of the following:
  - i. Dust counters, tables, sinks, surfaces, appliances (such as refrigerators, freezers, microwaves, coffee machines), doors receptacles, etc.
  - ii. Refill hand soap, dish soap daily and sponges weekly.

6.3 We will implement a monthly CLASSROOM space cleaning protocol that includes:

- iii. Perform high dusting
- iv. Clean lights, globes and fixtures within norm

- v. Remove dirt, fingermarks, smudges, from doors, door frames, walls, switch plates, light switches, glass, push plates, handles, railings, molding, trim, pictures, etc. Keep walls, panels, etc. clean from fingermarks & smudges. Polish as needed using appropriate wood or metal polish
- vi. Perform high dusting: Clean lights, globes, fixtures, lamps, ceiling vents, top of door frames, main entrance doors, edges along glass rails, beams, etc. (within OSHA code)

**7. Protection of Vulnerable Building Occupants**

- 7.1 Cleaning shall be performed at regular, consistent intervals in order to ensure that tenants are aware of its happenings. Students and staff shall be notified via email at least 24 hours before a cleaning that occurs outside of these times, unless it is an emergency.
- 7.2 Signage indicating that cleaning has been performed shall be located in appropriate areas (indicating wet floors, etc.).

**8. LOGS - A log will be kept for all:**

- powered housekeeping equipment to document the date of equipment purchase and all repair and maintenance activities, and include vendor cut sheets for each type of equipment in use in the logbook.
- regular site inspections (monthly auditing)
- document cleaning and disinfection activity in all required areas
- outline a method for collecting feedback from building occupants

**9. Time Period**

- This policy is effective immediately upon issue.

Policy Adopted: September 9, 2024

Bristol Warren Regional School District, Bristol, Rhode Island