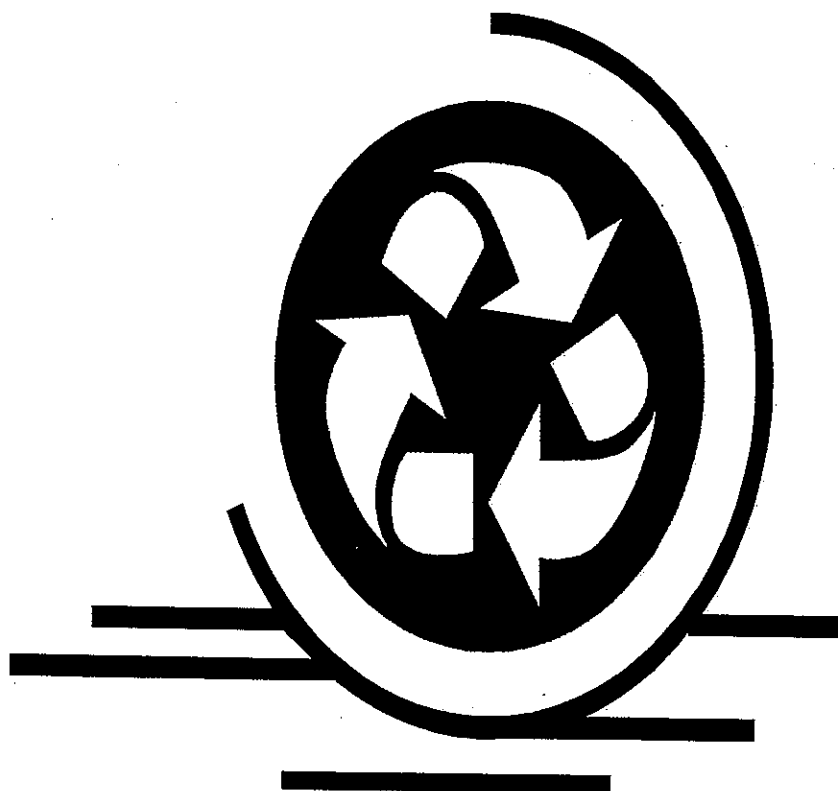


OTTAWA ELEMENTARY

GREEN PLAN

ADOPTED ON JULY 15, 2008



OTTAWA ELEMENTARY SCHOOL DISTRICT #141 "GREEN PLAN"

MISSION

To provide excellent custodial services using environmentally preferred cleaning products and equipment that will produce exceptionally clean and sanitary learning, teaching, and working environments for students, faculty, staff and visitors.

District Statement: Going "Green" is a global concern which needs to be addressed now for future humanity.

Plan Designed by Mr. Marc Tabor, Maintenance Director and reviewed by Mr. Craig M. Doster, Superintendent. Adopted on July 15, 2008, by the Ottawa Elementary Board of Education.

On August 13, 2007 House Bill 895 (Green Schools Cleaning Act) was signed into law in the State of Illinois. This law will change the way Public and Non-Public Schools will be cleaned and the chemicals and equipment to clean them. After May 9th, 2008 all schools must implement the obligations set forth in the (105 ILCS 140) Guidelines and Specifications for the Green Cleaning Schools Act. The purpose of the Green Cleaning Guidelines and Specifications is to facilitate a healthy environment for the students, staff and visitors at all elementary and secondary schools in Illinois. The guidelines require the use of Green supplies in the following areas:

- ~Bathroom cleaners.
- ~Carpet cleaners.
- ~General purpose and hard floor cleaners.
- ~Glass and mirror cleaners.
- ~Hand cleaners and hand soaps.
- ~Paper products.

Green cleaning is about examining the entire custodial operations based upon an assessment of spaces, products, and work practices to maximize cleanliness both in terms of dirt and germs, while at the same time reducing consumption of natural resources and unnecessary hazardous cleaning chemical exposures to students, staff and visitors. Green cleaning has been proven to be very important. It will help protect the health of our Custodial staff, increase the lifespan of our facilities, and improve our environment. Healthy environments also boost staff and student performance.

Green Equation: Healthy Environments + Healthy Children = Quality Education.

We are fortunate that over the last several years we have made many improvements in the areas of cleaning chemicals, equipment, and energy efficiency that are required in the Green Schools Guidelines and that fall under the Green building standards. Listed are a few of those areas.

- ~Cleaning chemical dilution systems.
- ~Proper MSDS on file at each building.
- ~Started to use micro fiber dust mops.
- ~New entry mats at each building.
- ~Vacuums with Hepa filters.
- ~High efficient lighting in classrooms, hallways, and gyms.
- ~Paper recycling at all buildings.

The following changes will start to take place in our schools immediately:

- ~Cleaning chemicals and dispensers.
- ~Hand Soap and dispensers.
- ~Paper products and dispensers.
- ~Training for our custodial staff.

Ottawa Elementary has always kept a high level of cleanliness and has taken great pride in the conditions of our school buildings. This tradition will not just continue but will blossom into a cost effective means to clean buildings while educating and protecting our staff and environment while reducing waste. While we are required to follow the Green Schools Act Guidelines, Ottawa Elementary will implement a more comprehensive Green Program that will not only focus on cleaning but will look at district wide departments and ways to be more environmentally responsible.

Implementing our Green Program will not happen overnight. This is a program that will constantly change as new developments in efficiency and environmental methodologies and strategies are developed. Our goal will be to continue to reform and improve as these beneficial improvements are available.

Future Green Plan Considerations and Implementation

Due to the new state guidelines, our school district is being proactive in developing a continuous green plan. Below are some examples of the district's focus on continuous improvement as we forge ahead with this important endeavor.

1. Create a district-wide "Green Committee," which will include key stakeholders such as Director of Maintenance, administration, custodial staff, teaching staff, outside vendor/resource, and parent(s).
2. Reviewing of chemicals and continuous research with green methodologies and strategies.
3. Updating facilities, equipment, training, and district green awareness.
4. More District Recycling
5. Cooperation with Ottawa's Chamber of Commerce's City Green Plan
6. Transportation Operations
7. Cafeteria Operations
8. Architectural Designs (focus on LEAD Design)
9. Integrating "green initiatives" into the curriculum.
10. Creating a "green" checklist for all above options/initiatives
11. Creating a formalized "green" standard document for compliance regulations according to the state guidelines.



STATE OF ILLINOIS

GREEN GOVERNMENTS COORDINATING COUNCIL

**GUIDELINES AND SPECIFICATIONS
FOR THE
GREEN CLEANING SCHOOLS ACT
[105 ILCS 140]**

www.GreenSolutions.il.gov

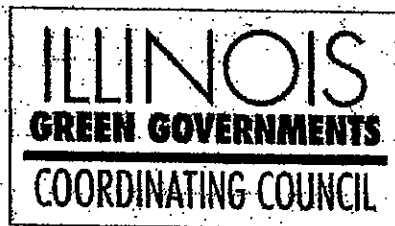


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The following supplementary documents are posted online at www.GreenSolutions.il.gov:

- *List of qualified cleaning supplies*
- *Sample language for procurement specifications*
- *Training materials*



STATE OF ILLINOIS
GREEN GOVERNMENTS COORDINATING COUNCIL
LT. GOVERNOR PAT QUINN, CHAIRMAN

"THE PUBLIC POLICY OF THE STATE AND THE DUTY OF EACH PERSON IS TO
PROVIDE AND MAINTAIN A HEALTHFUL ENVIRONMENT FOR THE BENEFIT OF
THIS AND FUTURE GENERATIONS."

ILLINOIS CONSTITUTION, ARTICLE XI

May 2008

Dear Colleagues,

Almost 40 years ago, the drafters of the Illinois Constitution had the foresight to proclaim a duty for all of us to protect and enhance the environment of this state.

Last year, the General Assembly enacted the Green Cleaning Schools Act [105 ILCS 140] to ensure the health of children, teachers, staff and visitors to schools. All Illinois public and non-public schools with 50 or more students are required to follow the enclosed guidelines and specifications.

The Illinois Green Governments Coordinating Council staff is available to assist schools in implementing the green cleaning requirements. For assistance, please contact my office at (312) 814-5220 or visit the Council's website at www.GreenSolutions.il.gov.

Implementing a green cleaning program is just one of many steps that schools can take to create a healthy, safe and welcoming environment for children. Please return the postcard on the back cover of this document to receive more information about several additional green initiatives and programs.

Thank you for your commitment to making Illinois the greenest state in the country.

Sincerely,

A handwritten signature in cursive script that reads "Pat Quinn".

Pat Quinn
Lt. Governor

PURPOSE

The purpose of the Green Cleaning Guidelines and Specifications is to facilitate a healthy environment for the students, staff, and visitors at all elementary and secondary schools in Illinois.

SUMMARY

The Green Cleaning Guidelines and Specifications for Schools (the "guidelines") set forth a series of required and recommended practices to improve the health and environment of elementary and secondary schools in Illinois.

The guidelines require schools to use cleaning supplies that meet the standards of any of several eco-labeling organizations. The guidelines intentionally forego judging any of these standards against each other to allow for the greatest availability of products.

The guidelines allow for an alternative qualification method to provide adequate opportunities for small and emerging product lines.

Also included in these guidelines is a series of recommended purchasing criteria and best practice policies for green cleaning in schools. Implementation of these practices, while not required by law, will best improve the health and environment of the facility.

The Requirements section of these guidelines must be utilized in all school buildings unless an exemption is obtained, as described in that section of these guidelines.

HOW TO IMPLEMENT

All schools may continue to use their current cleaning supplies until May 9, 2008, or until such time as the supplies on hand as of May 9, 2008 are exhausted.

After May 9, 2008, schools must implement the obligations set forth in the Requirements section of these guidelines or seek exemption from them. The Requirements apply to the procurement and use of cleaning supplies.

While not mandatory, schools should implement the practices set forth in the Recommendations section of these guidelines where applicable and appropriate.

The Council provides a list of qualified supplies on its website, www.GreenSolutions.il.gov.

Provided that the Requirements section of these guidelines is followed, schools may use any allowable procurement method to obtain needed cleaning supplies. Procurement methods may include purchasing directly from distributors or manufacturers, through an invitation for bid process, through cooperatives, or through the Joint Purchasing Program managed by the Department of Central Management Services.

BACKGROUND

LEGISLATIVE HISTORY

The Green Cleaning Schools Act [105 ILCS 140] was originally introduced to the Illinois General Assembly in early February 2007 as House Bill 0895, sponsored by Representative Karen May (D—58th District). In late March, the House passed the bill by a vote of 88–26. Senator Iris Y. Martinez (D—20th District) sponsored the bill in the Senate, where it passed in mid-May by a vote of 52–5. Governor Rod Blagojevich signed the bill into law on August 13, 2007.

Illinois is the second state in the country to require the use of environmentally sensitive cleaning products in elementary and secondary schools. The Illinois legislation followed legislation in New York, which became the first state to require green cleaning in schools when it passed amendments to State Education Law 409-i and State Finance Law 163-b, effective in September of 2006.

A broad range of interest groups supported the development and passage of the Green Cleaning Schools Act (the "Act"). These groups included educators, healthcare providers, child wellness advocates, environmental policymakers, environmental health experts, cleaning professionals' associations, cleaning supply manufacturers and distributors, and chemical supply associations.

GUIDELINES AND SPECIFICATIONS DEVELOPMENT PROCESS

Per Section 15 of the Green Cleaning Schools Act, these guidelines were established by the Illinois Green Governments Coordinating Council (the "Council") in consultation with the Department of Public Health, the State Board of Education, regional offices of education, the Illinois Environmental Protection Agency, and a panel of interested stakeholders, including cleaning supply industry representatives, non-governmental organizations, and others.

Representatives from the Council and participating agencies and organizations met in full a total of five times from October 2007 through January 2008 to determine the content and structure of the guidelines. The process was open to all interested individuals, and all development materials were available to the public at www.GreenSolutions.il.gov under the "Schools" link.

The Council filed the mandatory section of the guidelines as emergency rules and proposed rules, which were published in the February 1, 2008 issue of the *Illinois Register*. During the first notice period for the proposed rules, the Council received approximately 70 comments. Based on comments, the Council made several minor revisions to the proposed rules and filed second notice on March 19. The Joint Committee on Administrative Rules submitted no objections to the rules during their hearing on April 15. The Council filed final rules on May 9.

REQUIREMENTS

TITLE 23: EDUCATION AND CULTURAL RESOURCES

SUBTITLE A: EDUCATION

CHAPTER XX: ILLINOIS GREEN GOVERNMENTS COORDINATING COUNCIL
Part 2800 Green Cleaning For Elementary And Secondary Schools

SECTION

2800.10	Applicability of Requirements
2800.20	Definitions
2800.30	Cleaning Supply Purchases with Pre-Qualification
2800.40	Cleaning Supply Purchases with Alternative Qualification
2800.50	Exemption from Required Practices
2800.APPENDIX A	Application for Alternative Qualification
2800.APPENDIX B	Exemption Notification

AUTHORITY

Implementing the Green Cleaning Schools Act [105 ILCS 140].

SECTION 2800.10

APPLICABILITY OF REQUIREMENTS

After extensive public comment, the Council has adopted these guidelines for green cleaning policies in elementary and secondary schools in Illinois. The requirements set forth in this Section of the guidelines must be utilized in all school buildings unless an exemption is obtained, as described in this Part. These guidelines must be utilized for all in-house and contracted cleaning services in the affected facilities.

SECTION 2800.20

DEFINITIONS

Act means the Green Cleaning Schools Act [105 ILCS 140].

Bathroom Cleaners are products used to clean hard surfaces in a bathroom, such as counters, walls, floors, fixtures, basins, tubs or tile.

Carpet Cleaners are products used to eliminate dirt and stains on rugs and carpeting.

Council means the Illinois Green Governments Coordinating Council created by the Green Governments Illinois Act [20 ILCS 3954] and authorized by the Green Cleaning Schools Act to adopt guidelines for this program.

Disinfectants are products used on hard inanimate surfaces and objects to destroy or irreversibly inactivate infectious fungi and bacteria, but not necessarily their spores.

Environmentally Sensitive Cleaning Products are cleaning and maintenance products that minimize adverse impacts on human health and the environment, while cleaning effectively.

General Purpose and Hard Floor Surface Cleaners are products used for routine cleaning of hard surfaces, including impervious flooring such as concrete or tile. This category does not include products intended primarily to strip, polish or wax floors, and it does not include cleaners intended primarily for cleaning toilet bowls, dishes, laundry, upholstery or wood.

Glass, Window and Mirror Cleaners are products used to clean glass, windows, mirrors or metallic or polished surfaces.

Hand Cleaners and Hand Soaps are products used for routine, non-specialized hand cleaning.

Paper Products are paper towels or other paper used for cleaning and do not include toilet paper, facial tissue, or paper towels used for drying hands.

Sanitizers are products used to reduce, but not necessarily eliminate, microorganisms from the inanimate environment to levels considered safe as determined by public health codes or regulations.

School, under the Act, means all elementary and secondary public school and all elementary and secondary non-public schools with 50 or more students. [105 ILCS 140/10]

School Buildings are:

Any structure suitable for use as a classroom, including a school facility such as a laboratory, library, school eating facility, or facility used for the preparation of food.

Any gymnasium or other facility specially designed for athletic or recreational activities for an academic course in physical education.

Any other facility whose primary use is for the instruction or housing of students, or for the administration of educational or research programs.

Any maintenance, storage or utility facility, including any hallway essential to the operation of any facility described in this definition of "school building".

SECTION 2800.30
CLEANING SUPPLY PURCHASES WITH PRE-QUALIFICATION

- a. The institutional (school) cleaning market is composed of several categories of cleaning supplies. After review and evaluation, the Council has determined that a sufficient selection of cost-competitive, effective and environmentally sensitive cleaning supplies is available in each of the following categories:
1. Bathroom Cleaners
 2. Carpet Cleaners
 3. General Purpose and Hard Floor Surface Cleaners
 4. Glass, Window and Mirror Cleaners
 5. Hand Cleaners and Hand Soaps
 6. Paper Products
- b. For the aforementioned cleaning supply categories, any school may be deemed in compliance with the Act if the school solely uses products that are:
1. Certified by Green Seal, 1001 Connecticut Ave., NW, Suite 827, Washington DC, 20036-5525, 202/872-6400, 202/872-4324 (fax), www.greenseal.org.
 2. Certified by Environmental Choice Ecologo Program, 107 Sparks St., 2nd Floor, Ottawa, Ontario, Canada K1A 0H3, www.ecologo.org.
 3. For chemicals: Recognized by the U.S. Environmental Protection Agency Design for the Environment (DfE) Formulator Program, Office of Pollution Prevention and Toxics, USEPA, 1200 Pennsylvania Ave., NW, Mail Code 7406-M, Washington DC, 20460, www.epa.gov/dfe/contact.htm.
 4. For paper products: In compliance with the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines for Commercial and Industrial Sanitary Tissue (40 CFR 247, 2007, no later amendments or editions), www.epa.gov/cpg.htm.
- c. Schools must use the supplies as intended by the manufacturer and applicable certification body. The schools must follow all manufacturer/certifier guidelines, as well as the guidelines in this Section.
- d. For all chemical products, the schools must use the concentrated version, if available, and not a ready-to-use version. Consumption of cleaning products in concentrated form reduces the amount of container material, packaging and fuel used in the transport of the product. As a result, use of a concentrated product both conserves natural resources and reduces waste.
- e. The Council is not proposing requirements for any supply categories not listed in subsection (a) due to the limited availability of such products, cost or questions about efficacy. The Council will continue to review other supply categories for later inclusion in this Part.

SECTION 2800.40
CLEANING SUPPLY PURCHASES WITH ALTERNATIVE QUALIFICATION

- a. Although the Council has determined that there is an adequate supply of pre-qualified cleaning supplies at competitive prices in the product categories listed in Section 2800.30(a), schools may procure and use cleaning supplies in the listed categories that are qualified through an alternative method. More specifically, schools may procure and use cleaning supplies qualified as environmentally sensitive through alternative means, provided the products meet the criteria set forth in this Section.
- b. Schools may procure and use non-pre-qualified cleaning supplies provided that the manufacturer or distributor of those supplies provides alternative qualification of environmental sensitivity by providing the Council with independent documentation verifying that the products meet the criteria of at least one of the Green Seal standards (GS-37 or GS-41 for chemicals; GS-9 for paper) or EcoLogo standards (CCD (Certification Criteria Document)-104, CCD-146 or CCD-148 for chemicals; CCD-86 for paper).
- c. The verification must come in the form of testing data provided by one or more independent third-party laboratories. Any laboratories that maintain accreditation meeting the standards of ISO/IEC 17025 (International Organization for Standardization/International Electrotechnical Commission; 1, ch. de voie-Creuse, Case postale 56 CH-1211, Geneva 20, Switzerland, telephone: +41 22 749 01 11; www.iso.org; 2005, no later amendments or editions included) may conduct the required testing. The Council shall post the required tests for each of the qualification standards on its website.
- d. The Council shall charge no fee to the party seeking alternative qualification. The party seeking alternative qualification shall bear all laboratory and other costs necessary to obtain the required test results.
- e. A properly submitted verification form shall entitle the product to alternative qualification for a period of no less than one year. Unlimited automatic renewals of the qualification shall be accepted at no charge for additional one-year periods provided that there have been no substantial changes in either the relevant criteria for qualification of that product, or in the formulation of that product. If substantial changes have occurred, a renewal of alternative qualification requires new laboratory verification.
- f. A school may procure and use any pre-qualified or alternatively qualified cleaning supplies in meeting the requirements set forth in the Act. The Council will post the list of pre-qualified and alternatively qualified cleaning supplies on its website.

SECTION 2800.50
EXEMPTION FROM REQUIRED PRACTICES

a. Existing Supplies

A school may deplete its existing cleaning and maintenance supply stocks (existing on May 9, 2008).
[105 ILCS 140/10]

b. Economic Feasibility

1. The Council has found sufficient competition for the categories of environmentally sensitive cleaning supplies set forth in Section 2800.30(a) to ensure reasonable costs. However, some schools may find that certain green cleaning supplies are not available in their geographic area or are cost-prohibitive.
2. The Act allows individual schools to forego establishing a green cleaning policy, including but not limited to the purchase and use of environmentally sensitive cleaning supplies, if to do so would not be "economically feasible" for specified product categories. Any school in such a circumstance may provide a written notification to the Council that implementation of a green cleaning policy for a product category is not economically feasible. A school seeking exemption must use the form provided in Appendix B and the Council's website.
3. After notification, the school may continue using its non-green cleaning policy for the specified product category. The exemption must be renewed annually until such time as green cleaning becomes economically feasible for the product category. An exemption must be sought for each school, although multiple schools in a district may apply together.
4. To claim a product category exemption due to economic infeasibility, the school must provide:
 - A. The price of the current cleaning supply;
 - B. If applicable, the dilution factor for the current cleaning supply in use;
 - C. The prices of three comparable green cleaning supplies; and
 - D. If applicable, the dilution factors of those three comparable green cleaning supplies.
5. If the costs of the three comparable green cleaning supplies, accounting for dilution factors, are higher than the cost of the current product in use, the Council will find economic infeasibility for that supply category. The finding of economic infeasibility is specific to the supply category and the applicant school.

**SECTION 2800.APPENDIX A
APPLICATION FOR ALTERNATIVE QUALIFICATION**

For the cleaning supply categories listed in 23 Ill. Adm. Code 2800.30(a), schools may procure and use non-pre-qualified cleaning supplies provided that they meet the requirements of the Green Cleaning Schools Act and 23 Ill. Adm. Code 2800.40, summarized as follows.

The manufacturer or distributor of a non-pre-qualified product must seek alternative qualification of environmental sensitivity by providing the Green Governments Coordinating Council (the "Council") with independent documentation verifying that the product meets the criteria of at least one of the Green Seal standards (GS-37 or GS-41 for chemicals; GS-9 for paper) or Ecologo standards (CCD-104, CCD-146 or CCD-148 for chemicals; CCD-86 for paper).

The verification must come in the form of testing data provided by one or more independent third-party laboratories. Any laboratories that maintain accreditation meeting the standards of ISO/IEC 17025 may conduct the required testing.

The Council shall charge no fee to the party seeking alternative qualification. The party seeking alternative qualification shall bear all laboratory and other costs necessary to obtain the required test results.

A properly submitted verification application and documentation shall entitle the product to alternative qualification for a period of no less than one year. Unlimited automatic renewals of the qualification shall be accepted at no charge for additional one-year periods provided that there have been no substantial changes in either the relevant criteria for qualification of that product, or in the formulation of that product. If substantial changes have occurred, a renewal of alternative qualification requires new laboratory verification.

Applicants must complete one application per product seeking alternative qualification. Please attach all documentation of test results to the completed copy of this application. Submit all pages to the Council in a single envelope.

Mail the completed application and supporting documentation to:

Illinois Green Governments Coordinating Council
c/o Lt. Governor's Office
100 West Randolph Street, Suite 15-200
Chicago, Illinois 60601

Date of Application: _____

COMPANY INFORMATION

Company Name: _____

Description of distribution and/or manufacturing activities: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

General Phone: _____

Web Site: _____

PRIMARY CONTACT INFORMATION

Name: _____ Title: _____

Phone: _____ Email: _____

CLEANING SUPPLY INFORMATION

Name of product seeking alternative qualification: _____

Product category (check only one):

- | | |
|---|---|
| <input type="checkbox"/> Bathroom Cleaner | <input type="checkbox"/> Glass, Window and Mirror Cleaner |
| <input type="checkbox"/> Carpet Cleaner | <input type="checkbox"/> Hand Cleaners and Hand Soap |
| <input type="checkbox"/> General Purpose and Hard Floor Surface Cleaner | <input type="checkbox"/> Paper Product |

Documentation attached proves adherence to the following standard (check only one):

- | | |
|---|--|
| GREEN SEAL | ECOLOGO |
| <input type="checkbox"/> GS-9 Paper Towels and Paper Napkins | <input type="checkbox"/> CCD-86 Hand Towels |
| <input type="checkbox"/> GS-37 Industrial & Institutional Cleaners | <input type="checkbox"/> CCD-104 Hand Cleaners
Industrial & Institutional |
| <input type="checkbox"/> GS-41 Industrial & Institutional Hand Cleaners | <input type="checkbox"/> CCD-146 Hardsurface Cleaners |
| | <input type="checkbox"/> CCD-148 Carpet and Upholstery Cleaners |

Refer to the Council's website for copies of the standards listed above.

LABORATORY INFORMATION

Name of Laboratory Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

General Phone: _____

Web Site: _____

Contact Name: _____

Title: _____ Phone: _____

Email: _____

If multiple laboratories are used for testing, please provide the information above for each laboratory on a separate attached page.

**SECTION 2800.APPENDIX B
EXEMPTION NOTIFICATION**

The Green Cleaning Schools Act [105 ILCS140] allows individual schools to forego green cleaning if to do so would not be "economically feasible" for specified product categories. Any school in such a circumstance may complete this application to provide a written notification to the Council that implementation of a green cleaning policy for a product category is not economically feasible.

After notification, the school may continue using its non-green cleaning policy for the specified product categories. The exemption must be renewed annually until such time as green cleaning becomes economically feasible for the product category. An exemption must be sought for each school, although multiple schools in a district may apply together.

To claim a product category exemption due to economic infeasibility, the school must provide to the Council:

1. The price of the current cleaning supply
2. If applicable, the dilution factor for the current cleaning supply in use
3. The prices of three comparable green cleaning supplies
4. If applicable, the dilution factors of those three comparable green cleaning supplies

If the costs of the three comparable green cleaning supplies, accounting for dilution factors, are higher than the cost of the current product in use, the Council will find economic infeasibility for that supply category. The finding of economic infeasibility is specific to the supply category and the applicant school.

Exemption notification must be postmarked by June 30 and will be valid for the following fiscal year (July 1 through June 30). By law, schools must submit notification annually.

Schools are required to maintain the appropriate documentation to substantiate the data reported in this application. However, schools are not required to submit any additional documentation with their notification. The Council reserves the right to request documentation at any later date within the current fiscal year.

Mail the completed notification to:

Illinois Green Governments Coordinating Council
c/o Lt. Governor's Office
100 West Randolph Street, Suite 15-200
Chicago, Illinois 60601

Date of Notification: _____

SCHOOL INFORMATION

Applicant School Name: _____

Co-Applicant School Name(s): _____

District: _____

Street Address: _____

City: _____ Zip Code: _____

Principal Name: _____

School Type (public, private, parochial, charter): _____

PRIMARY CONTACT INFORMATION

Name: _____ Title: _____

Phone: _____

Email: _____

CATEGORY: BATHROOM CLEANERS

Current Product: _____

Name: _____

Price: _____ Per Quantity: _____

Dilution Factor: _____

Three Comparable Qualified Products:

1. Name: _____

Price: _____ Per Quantity: _____ Dilution Factor: _____

2. Name: _____

Price: _____ Per Quantity: _____ Dilution Factor: _____

3. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

CATEGORY: CARPET CLEANERS

Current Product: _____

Name: _____

Price: _____ Per Quantity: _____

Dilution Factor: _____

Three Comparable Qualified Products:

1. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

2. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

3. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

CATEGORY: GENERAL PURPOSE & HARD FLOOR SURFACE CLEANERS

Current Product: _____

Name: _____

Price: _____ Per Quantity: _____

Dilution Factor: _____

Three Comparable Qualified Products:

1. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

2. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

3. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

CATEGORY: GLASS, WINDOW & MIRROR CLEANERS

Current Product: _____

Name: _____

Price: _____ Per Quantity: _____

Dilution Factor: _____

Three Comparable Qualified Products:

1. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

2. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

3. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

CATEGORY: HAND CLEANERS & HAND SOAPS

Current Product: _____

Name: _____

Price: _____ Per Quantity: _____

Dilution Factor: _____

Three Comparable Qualified Products:

1. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

2. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

3. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

CATEGORY: PAPER PRODUCTS

Current Product: _____

Name: _____

Price: _____ Per Quantity: _____

Dilution Factor: _____

Three Comparable Qualified Products:

1. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

2. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

3. Name: _____
Price: _____ Per Quantity: _____ Dilution Factor: _____

RECOMMENDATIONS

While the requirements set forth in the previous section are mandatory under the Act, schools may wish to implement a more comprehensive green cleaning program and are encouraged to do so. To assist schools in this objective, the Council sets forth the following recommended green cleaning practices, which may be implemented individually or as a collective policy.

CLEANING SUPPLY PURCHASES

The Council evaluated existing documentation for advising schools on purchasing criteria for supplies outside of the categories covered by the Requirements. The Council found that the U.S. EPA provides the most comprehensive set of general principles and attributes for environmentally preferable purchasing.

Accordingly, the Council encourages schools to follow the five principles listed below when purchasing supplies outside the scope of the categories listed in the previous Requirements section.¹

GUIDING PRINCIPLES

1. Include environmental factors as well as traditional considerations of price and performance as part of the normal purchasing process.
2. Emphasize pollution prevention early in the purchasing process.
3. Examine multiple environmental attributes throughout a product or service's life cycle.
4. Compare relative environmental impacts when selecting products and services.
5. Collect and base purchasing decisions on accurate and meaningful information about environmental performance.

Keeping these principles in mind, schools should also incorporate as many of the following attributes as possible into their decisions regarding cleaning supply purchases and their specifications for cleaning service contracts.²

PREFERABLE PRODUCT ATTRIBUTES

- Minimal presence of or exposure to potentially harmful chemicals, such as:
 - Corrosive or strongly irritating substances.
 - Substances classified as known or likely human carcinogens or reproductive toxicants by authorities such as the National Toxicology Program, the U.S. EPA, the International Agency for Research on Cancer, or the State of California.
 - Ozone-depleting compounds as listed in Clean Air Act regulations.³
 - Regulated hazardous materials (e.g., products classified as hazardous waste; products that trigger OSHA hazard communication requirements).

¹ U.S. EPA, *Five Guiding Principles in Greening Your Purchase of Cleaning Products: A Guide For Federal Purchasers*. Available online at www.epa.gov/epp/pubs/cleaning.htm.

² U.S. EPA, *Product Content and Use in Greening Your Purchase of Cleaning Products: A Guide For Federal Purchasers*. Available online at www.epa.gov/epp/pubs/cleaning.htm.

³ For more information, visit www.epa.gov/ozone/science/ods/classone.html and www.epa.gov/ozone/science/ods/classtwo.html.

- Low volatile organic compound (VOC) content.
- Biodegradable by standard methods and definitions, e.g., ready biodegradability as defined by the Organization for Economic Cooperation and Development (OECD). "Ready biodegradability" is a definition meant to ensure that a material degrades relatively quickly in an aquatic aerobic environment.
- Low toxicity in aquatic species such as fish or aquatic invertebrates, e.g., LC50 or EC50 > 10 mg/L (chronic) reported on MSDS or other product literature.
- Low flammability, e.g., flash point > 200 degrees F.
- Presence of ingredients derived from renewable resources, such as bio-based solvents from citrus, seed, vegetable, and pine oil.
- Designed for use in cold water in order to conserve energy.

PREFERABLE PRODUCT USE

- Limit use of disinfectants to areas where people are likely to come into contact with contaminated surfaces (e.g., bathroom fixtures, doorknobs, other high-touch surfaces) and circumstances prescribed by public health codes (see Relationship to Other Laws). Many general purpose cleaning tasks (e.g., routine cleaning of walls, floors, and other surfaces with minimal hand contact) do not typically require the use of disinfectants.
- Conduct training on proper use of products.
- Chemicals should be dispensed using a metered dilution system.

PREFERABLE PRODUCT PACKAGING AND SHIPPING

- Concentrated formulas with appropriate handling safeguards.
- Efficient packaging (e.g., light weight, reduced volume).
- Recyclable packaging.
- Recycled-content packaging.
- Refillable bottles.
- Pump sprays rather than aerosols.
- Packaging and dilution systems designed to reduce exposure to the product.
- Products shipped in bulk.
- Clear labeling and information on use and disposal.

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The Council recognizes that schools will have needs for specific categories of cleaning supplies outside those categories covered in the Requirements section. In researching the environmental sensitivity of other supply categories, the Council identified guidelines from the State of Pennsylvania as providing a clear and succinct set of recommended criteria for purchasing specific categories of cleaning supplies.

Drawing primarily from Pennsylvania's documentation, the Council highly encourages schools to consider the following attributes as they apply to the unique supply categories below.⁴

AIR FRESHENERS

Some air fresheners contain ingredients that can cause respiratory irritation and inhibit lung capacity. Specifically, studies have shown that the ingredient 1,4-Dichlorobenzene (PDCB) can be toxic to humans. Where feasible, avoid the need for air fresheners by properly cleaning. If an air freshener is required despite proper cleaning, preferably select a bio-based spray product applied by staff versus a solid or an automatic device that sprays into the room regardless of whether it is needed.

BATHROOM AND FACIAL TISSUES

For bathroom and facial tissues, select products that are certified by GreenSeal (GS-1), EcoLogo (CCD-82 or 83), or meet the standards of the U.S. EPA Comprehensive Procurement Guidelines for Commercial and Industrial Sanitary Tissue.

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CHROME CLEANERS/POLISHES

Chrome cleaner/polish frequently uses petroleum distillates, which are poisonous and derived from a non-renewable resource. The following are some of the specific issues to compare for this product category:

- VOC: Prefer those that have no or low VOC versus alternatives with higher levels.
- Bio-Based/Renewable Resources: Prefer products that use oils derived from renewable resources as compared to oils from non-renewable resources.

DEGREASERS

Degreasers are typically heavy-duty cleaners that include solvents for removing oil-based soils. Traditional solvents are typically derived from non-renewable sources (e.g., petroleum), can be flammable, have a high degree of VOCs that can cause respiratory irritation and contribute to environmental pollution, and some have severe health impacts. The following are some of the specific issues to compare for this product category:

- pH: Prefer those with a neutral pH (closer to 7) as compared to those with extreme pH (closer to 1 or 14)
- Biodegradability: Prefer those that are readily biodegradable as compared to those that are slower to degrade.
- Dyes and Fragrances: Prefer those with no or low levels of dyes and fragrances where appropriate. If dyes or fragrances are necessary for safety or other non-aesthetic purposes, use those that are approved for foods and cosmetics.

4 State of Pennsylvania, *Cleaning Product Selection in The Pennsylvania Green Building Operations and Maintenance Manual*, pp. 83-90. Available online at www.dgs.state.pa.us/dgs/lib/dgs/green_bldg/greenbuildingbook.pdf.

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- VOC: Prefer those that have no or low VOC versus alternatives with higher levels.
- Bio-Based/Renewable: Prefer products that use oils derived from renewable resources as compared to oils from non-renewable resources.
- Flashpoint: Prefer products that have a high flashpoint compared to those with a low flashpoint.

DISINFECTANTS AND SANITIZERS

Disinfectants and sanitizers are similar to all-purpose cleaners with supplementary ingredients added to kill bacteria and other unwanted organisms. Because disinfectants kill organisms, they are regulated as "pesticides" under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). The U.S. EPA interprets FIFRA as prohibiting manufacturers from making claims that disinfectants and sanitizers are "green" or "environmentally sensitive." Nonetheless, disinfectants and sanitizers play an important role in all green cleaning policies. When selected with care, and used with the proper procedures and methods, they are effective tools in preventing the spread of infections and illnesses. The following are some of the specific issues to compare for this product category:

- Toxicity: Use the least toxic disinfectants and sanitizers (i.e., avoid those products that display the signal word "DANGER").
- pH: Prefer those with a more neutral pH (closer to 7) versus those with extreme pH (closer to 1 or 14).
- Dyes and Fragrances: Prefer those with no or low levels of dyes and fragrances where appropriate. If dyes or fragrances are necessary for safety or other non-aesthetic purposes, use those that are approved for foods and cosmetics.
- Biodegradability: Prefer those that are readily biodegradable as compared to those that are slower to degrade.

FLOOR FINISHES

Floor finishes must be durable and appropriate for the prescribed maintenance method, but they typically contain heavy metals. Importantly, floor finishes must be compatible with the stripping solution. The following are some of the specific issues to compare for this product category:

- Durability: Prefer finishes that are more durable (require less maintenance such as buffing, restoring and recoating) than less durable finishes that require more frequent maintenance. Ideally, select a product that lasts three years before requiring stripping.
- Preferred Products: Prefer a Green Seal or EcoLogo certified product, or a product recognized by the U.S. EPA Design for the Environment program, if it meets the durability characteristic of lasting for at least three years.
- Heavy Metals: Prefer non-heavy-metal cross-linked polymers versus those containing heavy metals.

FLOOR STRIPPERS

Floor strippers typically have extreme pH, solvents and ammoniated compounds necessary to remove metal cross-linked floor finishes. Floor strippers must be compatible with the floor finish. The following are some of the specific issues to compare for this product category:

- Preferred Products: Prefer a Green Seal or EcoLogo certified product, or a product recognized by the U.S. EPA Design for the Environment program.

- pH: Prefer those with a pH closer to neutral (in the range of 10 to 12) as compared to those with extreme pH (closer to 14).
- VOC: Prefer those that have no or low VOC versus alternatives with higher levels.
- Bio-Based/Renewable Resources: Prefer those that contain naturally derived solvents versus those containing solvents derived from non-renewable sources.

FURNITURE POLISH

Furniture polishes frequently use petroleum distillates, which are poisonous and derived from a non-renewable resource. The following are some of the specific issues to compare for this product category:

- VOC: Prefer those that have no or low VOC versus alternatives with higher levels.
- Bio-Based/Renewable Resources: Prefer products that use oils derived from renewable resources as compared to oils from non-renewable resources.

GRAFFITI REMOVER

Graffiti Removers are typically heavy-duty cleaners that include solvents for removing oil-based paints. Traditional solvents are typically derived from non-renewable sources (e.g., petroleum) and can be flammable. The following are some of the specific issues to compare for this product category:

- VOCs: Prefer those that have no or low VOC versus alternatives with higher levels. Consider detergent-based products compared to those containing solvents.
- Flashpoint: Prefer products that have a high flashpoint compared to those with a low flashpoint.
- pH: Prefer those with a neutral pH (closer to 7) versus those with extreme pH (closer to 1 or 14)
- Bio-Based/Renewable Resources: Prefer products derived from renewable resources as compared to non-renewable resources.

GUM REMOVER

Dry ice and carbon dioxide are preferable products for gum removal. Degreasers can be used in some situations (see recommendations on Degreasers). The following are some of the specific issues to compare for this product category:

- VOCs: Prefer those that have no or low VOC as compared to alternatives with higher levels. Consider detergent-based products compared to those containing solvents.
- Flashpoint: Prefer products that have a high flashpoint versus those with a low flashpoint.
- pH: Prefer those with a neutral pH (closer to 7) as compared to those with extreme pH (closer to 1 or 14)

LIME AND SCALE REMOVER

Lime and scale removers are acids because of the need to remove mineral deposits from sinks, bowls and urinals. Choose those products with a more neutral pH versus those with extreme pH (closer to 1). Environmentally preferable lime and scale removers may fall closer to an acidity of pH 4 as compared to traditional products that may have a pH below 1. Proper safety and handling procedures should be used for any strong acids, particularly corrosive acids, which U.S. EPA defines as pH less than 2.

MICROFIBER

Microfiber is a synthetic material made from extremely fine threads of polyester or nylon. Due to its fine weave, microfiber naturally traps dust and dirt particles, making it an ideal material for cleaning. Microfiber cloths and mops can greatly reduce or even eliminate the need for added chemicals when dusting or cleaning surfaces. The following are some of the specific issues to compare for this product category:

- "Soft weave" microfiber is best for general dry surface cleaning.
- "Hard weave" microfiber is best for cleaning glass and other hard surface that do not scratch.
- Some microfiber weaves contain a cotton blend, which makes them suitable for damp or wet cleaning areas such as restrooms.

PLASTIC BAGS

Plastic bags are frequently used as trashcan liners. Careful selection of plastic bags can minimize resource use and waste. The following are some of the specific issues to compare for this product category:

- Recycled content: Prefer a minimum of 10% post-consumer content.
- Bio-based content: Prefer those manufactured from plant polymers such as corn.
- Biodegradability: Prefer those that are readily biodegradable.

SOLVENT SPOT REMOVERS

Solvent spot removers are sometimes necessary for spot removal, particularly on carpets. If possible, use detergent-based spotters that reduce to powders (followed with extraction, vacuuming, or other method to remove/absorb the detergent). The following are some of the specific issues to compare for this product category:

- pH: Prefer those with a neutral pH (closer to 7) as compared to those with extreme pH (closer to 1 or 14)
- Biodegradability: Prefer those that are readily biodegradable as compared to those that are slower to degrade.
- Dyes and Fragrances: Prefer those with no or low levels of dyes and fragrances where appropriate. If dyes or fragrances are necessary for safety or other non-aesthetic purposes, use those that are approved for foods and cosmetics.
- VOCs: Prefer products that have no or low VOC versus those with higher VOC content.
- Flashpoint: Prefer products that have a high flashpoint versus those with a low flashpoint.

URINAL DEODORIZERS

Urinal Deodorizers are traditionally blocks placed in urinals to reduce odors. Preferably these deodorizers should be eliminated altogether because some urinal deodorizers can inhibit lung health. Specifically, studies have shown that the ingredient 1,4-Dichlorobenzene (PDCB) can be toxic to humans. More frequent cleaning and other methods of deodorizing can eliminate the need for urinal deodorizers. However, if urinal deodorizers are still required, preference should be given to those that are readily biodegradable.

WOOD FLOOR FINISHES

Wood and stone floor coatings have traditionally been solvent-based products. While extremely durable to protect flooring materials that are very expensive to replace, these coatings can be quite hazardous during the drying and curing period. The following are some of the specific issues to compare for this product category:

- **Durability:** Prefer durable finishes that require less maintenance (e.g., recoating) than less durable finishes that require more frequent recoating.
- **VOCs:** Prefer products that have no or low VOC versus those with higher VOC content.
- **Flashpoint:** Prefer products that have a high flashpoint versus those with a low flashpoint.

CLEANING EQUIPMENT PURCHASES

Effective green cleaning policies include the use of proper equipment in addition to the use of environmentally sensitive cleaning supplies. The Council recommends that schools purchase new cleaning equipment with the features listed below when current equipment reaches the end of its functioning lifetime.

VACUUM CLEANERS

Vacuum cleaners should be certified by the Carpet and Rug Institute's Green Label Program, and operate at a sound level of less than 75dBA per ASTM test standard F1334-02.

CARPET EXTRACTION EQUIPMENT

Carpet extraction equipment used for restorative deep cleaning should meet the requirements of the Carpet and Rug Institute's Bronze Seal of Approval Testing Program.

POWERED FLOOR MAINTENANCE EQUIPMENT

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

POWERED SCRUBBING MACHINES

Powered scrubbing machines should be equipped with variable-speed feed pumps. The use of cleaning fluids should be optimized through chemical metering, preferably using an on-board device or alternatively using an external device.

PROPANE POWERED FLOOR EQUIPMENT

Propane powered floor equipment should be equipped with high efficiency, low emission engines with a catalytic converter or muffler that meets the standards of the U.S. EPA or California Air Resources Board Small Off-Road Engines programs with a sound level less than 90dBA.

In addition to the equipment-specific recommendations listed above, schools should incorporate as many of the following general attributes as possible into their decisions regarding cleaning equipment purchases.

- Powered cleaning equipment should be ergonomically designed to minimize vibration, noise and user fatigue.
- Powered cleaning equipment should be designed to reduce potential damage to building surfaces by using safeguards, such as rollers or rubber bumpers.
- Battery powered cleaning equipment should be equipped with environmentally preferable gel batteries.

BEST PRACTICES FOR IMPLEMENTATION

Effective green cleaning policies require *procedural* elements in addition to the purchasing of environmentally sensitive supplies and equipment. In researching procedures for school-wide green cleaning policies, the Council again identified documentation from Pennsylvania as providing a set of easy-to-follow, common sense practices for schools.

Drawing again from Pennsylvania's documentation, the Council advises schools to incorporate as many of the following practices as possible into their own school-wide green cleaning policies.⁵

USE OF CLEANING SUPPLIES BY NON-CUSTODIAL STAFF

- Provide school staff with small quantities of qualified general purpose cleaners for minor cleaning needs. When providing the products, include instruction on proper use.
- Ensure all products used by school staff are properly labeled and stored.
- Instruct staff not to use cleaning products other than those qualified in these guidelines.
- For more major cleaning needs, staff should request assistance from trained custodians.

VULNERABLE POPULATIONS

- Identify those building occupants with individual medical needs and health sensitivities such as those with illnesses, allergies, or compromised immune systems, or women who are pregnant or nursing babies.
- Develop a plan to address the individual needs of people with sensitivities.
- Change products and cleaning schedules as necessary to accommodate individual needs.
- Address ventilation requirements to help mitigate the problems. Proper ventilation is essential for good indoor environmental quality. In particular, adequate outside air intake serves to dissipate potentially irritating chemicals and fine particles, including those from cleaning products and procedures.
- Carefully read ingredient labels on all cleaning products. Avoid using products that contain major allergens such as peanuts, tree nuts, or wheat that may be found in cleaning supplies.

5 State of Pennsylvania, *Cleaning Procedures in The Pennsylvania Green Building Operations and Maintenance Manual*, pp. 67-81. Available online at www.dgs.state.pa.us/dgs/lib/dgs/green_bldg/greenbuildingbook.pdf.

ENTRYWAYS

- Clean entryways beginning outside the building.
- Use walk-off matting outside and inside entry. Vacuum, sweep, and clean these mats frequently, especially during inclement weather.
- Make sure mopping solutions are kept clean using only the correct amount of cleaning chemical. Do not overuse concentrated cleaning chemicals. Remake as necessary and dispose of spent solution appropriately.
- Use appropriate vacuums. Dispose of captured material or empty bags before half full. Dispose appropriately.

MEASURING/DILUTING CONCENTRATED CLEANING PRODUCTS

- Use appropriate protective equipment when mixing concentrated cleaning products.
- Follow manufacturer's dilution directions. Do not under- or over-dilute concentrated cleaning products.
- Make sure that spray bottles (secondary containers) have appropriate labels.
- Never mix different cleaning products together.
- Review as necessary the relevant Material Safety Data Sheets (MSDS) information.

DISINFECTING AND SANITIZING

- Apply disinfectants and sanitizers judiciously to target areas or surfaces where pathogens can collect and breed, such as high touch surfaces (e.g., bathroom fixtures, doorknobs, shared telephones, and computer keyboards), nursing offices, shared athletic equipment, food service areas, and restroom surfaces. In addition, appropriate disinfectants should be used as prescribed by public health codes (see Relationship to Other Laws).
- Select the appropriate product for the necessary application and area. Choose the product that meets job requirements with the smallest impact on health and environment.
- Use chemical disinfectants according to label instructions. Following the instructions on the label will ensure effectiveness. Take care to dilute as instructed and allow proper dwell time. Most disinfectants require five to ten minutes of contact time to kill the targeted organism.
- Disinfectants require the removal of soils from surfaces before they can be effective and should not be used as a substitute for a thorough cleaning. Clean surfaces prior to disinfecting unless using a cleaner/disinfectant capable of performing both functions.

FOOD AREAS (E.G., CAFETERIAS, BREAK ROOMS, TEACHERS' LOUNGES, ETC.)

- As necessary, clean and sanitize floors, tables, and other contact surfaces. (see Relationship to Other Laws.)
- Separate recyclables from trash, and make sure recyclable areas are kept clean to avoid attracting pests.
- Make sure that occupants understand how to properly separate trash and recyclables and proper disposal of each.
- Make sure that waste and recycling containers are covered and emptied at least daily.

DUSTING AND DUST MOPPING

- Ensure that dust mops are properly treated to capture dust. Preferably use microfiber dust mops.
- Use wide-area vacuums fitted with appropriate bags/filters as often as possible.
- Use microfiber dusting cloths, lint-free dusting cloths, or a vacuum instead of feather dusters.

FLOOR CARE

GENERAL MAINTENANCE

- Select appropriate heavy metal-free floor finishes that are extremely durable to minimize the need for stripping and recoating.
- Build a solid base consistent with manufacturer's minimum recommended standards for durability (ideally lasting at least three years).
- Develop a system to maintain floors on a daily basis using walk-off mats, dust mopping, or vacuuming.
- Develop an interim restoration program to maintain adequate levels of floor finish and appearances.
- Where appropriate, use an anti-foam product in auto-scrubber discharge tanks to avoid falsely triggering the operator signal for a full discharge tank.

FLOOR STRIPPING

- Whenever feasible, schedule procedure when no occupants are in the building; otherwise notify occupants beforehand if a strip-out is scheduled.
- Select the least toxic products available. Mix and use products according to manufacturer's directions.
- Use the appropriate personal protective equipment. Gloves, goggles and non-slip foot ware are imperative. Aprons and respirators may be necessary depending on products selected.
- Ventilate both during and after stripping. Proper ventilation is essential for good indoor environmental quality. In particular, adequate outside air intake serves to dissipate potentially irritating chemicals and fine particles.

RESTORATION, BUFFING, AND BURNISHING

- Make sure that adequate floor finish exists. Determine if it is time for a scrub and recoat.
- Select the appropriate restoration product (if recommended by the vendor). Water-based or low VOC products are recommended.
- Apply in a stream or coarse spray, or by mop, to minimize amount that gets in the air. Do not over-apply.

CARPET CARE

GENERAL MAINTENANCE

- Ensure that vacuums are in good working order using appropriate bags and/or filters.
- Vacuum bags should be emptied or replaced when half full. Dispose properly.
- Clean up spills while they are still fresh.
- Minimize the amount of moisture used during cleaning.

EXTRACTION CLEANING

- Minimize the amount of cleaning chemicals. Excess chemicals result in rapid resoiling.
- Use appropriate functioning equipment that will maximize the amount of water being extracted from the carpet to minimize moisture and potential for mold and bacterial growth.

- After extraction of carpet areas that were flooded, spray-treat the area with a disinfectant solution to prevent mold and bacterial growth.
- Increase ventilation. Open windows if weather allows. Use fans to dry carpets quickly. Proper ventilation is essential for good indoor environmental quality. In particular, adequate outside air intake serves to dissipate potentially irritating chemicals and fine particles.
- Carpets should be completely dry within 24 hours.
- Dispose of cleaning solutions properly.

RESTROOMS

- Make sure sanitizing and disinfecting solutions are prepared and used properly and remix as required.
- Frequently clean surfaces that hands touch to eliminate the spread of germs (e.g., door knobs, light switches, handles, etc.).
- Frequently eliminate moisture.
- Keep floors dry to eliminate slip falls and the build-up of bacteria and mold.
- Paper hand towels dispensers should be touch free, which reduces the potential for cross-contamination of bacteria and other potentially harmful pathogens.
- Use the appropriate personal protective equipment including gloves.

AIR FRESHENERS

- Proper cleaning is preferable to using air fresheners to mask odors.
- When odors persist despite best cleaning practices, identify target areas for use of air fresheners.
- Instruct the custodian or day porter to spray the air freshener in target locations when they are cleaning or policing the restroom. This is preferable to a solid or an automatic device that sprays fragrance into the room regardless of whether it is needed. This is also preferable to an ozone-generating device marketed as an air cleaner; these devices emit ozone, which is a known respiratory irritant.

HAND WASHING

- Hand washing is an important practice for staying healthy and reducing the spread of germs. To reduce the incidence of illness and infections, encourage proper hand washing (plain soap, warm water, and friction for 20 seconds) for all school building occupants.
- Antibacterial soaps are no more effective than plain soaps at preventing infectious symptoms in the community setting.
- The use of antibacterial soaps should be reserved for areas such as: the school health office, trainer's office, and locker rooms where the incidence of wound care is higher; food preparation areas; and areas where children are diapered.
- If facilities for hand washing are not available, consider providing alcohol-based hand sanitizers with careful supervision to ensure appropriate and safe use. These products do not clean the hands; rather they sanitize the skin surface as long as it is not covered with contaminants. Alcohol-based hand sanitizers are not a substitute for proper hand washing when it is available.

HAND DRYING

- Choose touch-free towel dispensers with long rolls of paper or high-efficiency air dryers.
- Choose towel dispensers with features that discourage waste.

SPILLS

- Clean spills while still fresh.
- Use the proper cleaning solutions, and use only what is necessary.
- Dispose properly.
- Ensure that occupants know whom to contact in case of spills.

RECYCLING

- Ensure that the building collection meets with the guidelines from the local recycling hauler and recycling facility.
- Ensure that occupants understand what can be recycled and how it needs to be separated.
- Food containers, such as soda cans, should be rinsed clean by occupants before placing in recycling containers so as to not attract pests.
- Track recycling results.

TRASH

- Ensure that trash, especially that which contains food waste, is removed frequently and is not left in buildings over an extended period of time (i.e., weekends or holidays).
- Dispose properly and ensure that trash does not attract pests or birds, nor create litter.
- Make sure that trash and recyclables are being separated properly.
- Make sure occupants know how to separate recyclables.
- Choose trash container liners (plastic bags) that are the correct size for the container. Avoid double bagging by choosing the appropriate thickness plastic for the anticipated weight of the container's contents. Replace liners only when soiled.

INDOOR PLANTS

- Educate occupants on appropriate care guidelines for indoor plants.
- Ensure that plants are not in direct contact with carpets and unit ventilators.

RELATIONSHIP TO OTHER LAWS

The Green Cleaning Schools Act does not waive the responsibilities of the schools under any other act or regulation. Schools shall comply with the Requirements of these guidelines to the extent they pose no conflict with other laws or regulations. When there is a conflict, the other laws or regulations shall be followed.

Schools are currently required to follow specific procedures for the cleaning of certain specialized areas in their facilities. Schools should consult these other laws for procedures for cleaning and maintaining areas used for food preparation, day care, health care (e.g., nursing and physical therapy), swimming pool, and other purposes.

For example, the Occupational Safety & Health Administration Bloodborne Pathogen standard requires that contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.

Other statutes may bind schools to certain procurement procedures such as giving preferences to Illinois Correctional Industries and minority-owned businesses.

DISCLAIMERS

The inclusion by the Council of any product or service in these guidelines or on any list should not be construed as an endorsement, guarantee or warranty of that product or service. The Council makes no statements concerning the quality of any product or service nor recommends any individual product or service.

Any lists of products or services are provided for the sole purpose of assisting schools in complying with their responsibilities under the Green Cleaning Schools Act.

The Green Cleaning Schools Act is silent as to its relationship with the Illinois Freedom of Information Act. Therefore, materials produced and/or submitted per requirements of the Green Cleaning Schools Act must be evaluated on a case-by-case basis to determine if they must be made available for public inspection.

The failure to act by the Council in any form shall not relieve any other party from his/her responsibilities under the Act. The Council's responsibilities are limited to the specific duties specified in the Act. No further duty is owed to any other party.

The costs of compliance with the Green Cleaning Schools Act shall be borne by the party responsible for such acts. The State of Illinois assumes no responsibility for costs borne by any other party.

By submitting any documents to the Council, any party shall allow the Council such access to those documents as necessary for the specified purposes. The party shall specifically waive any copyright protection as is necessary for the Council to fulfill its responsibilities under this Act.

The Council assumes no liability for any materials it does not receive. It is the duty of the party submitting the materials to ensure timely delivery.

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CREATE A RAIN GARDEN AND IMPROVE THE QUALITY OF WATER ON YOUR
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WALK ACROSS ILLINOIS SCHOOL FITNESS PROGRAM

WalkAcrossIllinois.org

HELP YOUR SCHOOLCHILDREN GET ON THE PATH TO ACTIVE LIVING.

SERVICE LEARNING

ServeAndLearn.org

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