Easy

Your Guide to Green

Six Step Process to Implementing a Green Program
Green cleaning is about much more than using certain products. Green cleaning is “process driven”, resulting in effectively combining products, tools, equipment with sustainable cleaning practices. The goal is a healthier facility for building occupants to learn, work and play while having the least environmental impact.

Your Easy Guide to Green
This operations guide lays out our 6 step process to make the transition to green cleaning more straightforward. Multi-Clean’s exclusive six step process called YOUR EASY GUIDE TO GREEN is an operations based process that includes a variety of support, resource, and information tools to help you every step of the way.

What about LEED?
The LEED-EB program has an entire section on Indoor Environmental Quality. It is now a pre-requisite for LEED-EB certification to have a green cleaning policy in place. Following the six step Your Easy Guide to Green will help fulfill some of these requirements.

Step 1: Inspect Your Facility
A Green Building Survey is a 15 point inspection process that looks at current facility operations and maintenance from a human health and environmental impact perspective.

15 Point Green Building Survey
1. Outside: Identify conditions outside that may impact the environment indoors.
2.*Entrances: Review building entrances and how they are maintained.
3. Public Areas: Examine public areas and determine cleanliness conditions.
4. Basements and Crawl Spaces: Inspect these hiding places for pests and mold.
5. Mechanical Rooms: Review HVAC maintenance and any storage of chemicals.
7.*Storage Areas: Review storage of all hazardous materials / chemicals.
8. Stairs and Elevators: Review stair cleaning from a safety perspective.
9. Office and Work Areas: Examine how these areas are cleaned.
10. Food Areas: Inspect and review procedures for handling food waste.
12.*Cleaning Closets: Inspect closets to insure proper storage and venting to outside.
13. Roof Area: Inspect to identify defects that could impact the indoor environment.
14.*Cleaning Chemicals: Review the currently used cleaning chemicals.
15.*Cleaning Equipment and Supplies: Review equipment and current supplies.

* LEED-EB Required

Resources: Green Building Survey
Download a Green Building Survey template to utilize as a guide and to document your inspection. Visit www.multi-clean.com/green.html
Step 2: Switch to Green Products

To begin the process of transitioning toward green cleaning chemical products, first determine what you are currently using. The best way to do this is to conduct an inventory of your current janitor closets, referred to as a Cleaning Chemical Audit. Items to look for in current product usage are product name, its function, whether it's a concentrate, ready to use or aerosol, and its MSDS. After completing the Cleaning Chemical Audit, identify viable alternative products that are safer for people and the environment.

This is the point where it is critical to involve your Multi-Clean authorized distributor representative to recommend the best and most appropriate products.

Consider using the Multi-Task dilution control system to ensure correct dilutions. Also consider using Green Seal or U.S. EPA Design for the Environment Certified Products.

Step 3: Introduce Green Equipment and Supplies

Implement a program for the use of janitorial equipment that reduces building contaminants and minimizes environmental impact.

- Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label” Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with environmentally preferable gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise, and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

Keep a log for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities for each type of equipment in use.

Disposable Supplies Guidelines

- Green Seal GS-09, for paper towels and napkins.
- Green Seal GS-01, for tissue paper.

Equipment Procurement Policy

You do not have to scrap existing equipment. However, a new equipment procurement policy should be in place that specifies the purchase of green equipment.

* LEED-EB Required

Resources:

Information on supplies can be found in the EPA Comprehensive Procurement Guidelines for Trash Liners and Sanitary Paper products. Visit www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm#paper
Each Green Cleaning Program should incorporate certain practices into their cleaning program that address human health and environmental impacts. We call these practices GREEN CLEANING FOCAL POINTS.

**Green Cleaning Focal Points**

1. *Efficient Use of Chemicals*: A method of insuring that chemicals are diluted properly through a supplied measuring system or device.
2. *Communications*: Identifying "vulnerable populations" that may be effected by cleaning activities. Feedback mechanisms.
3. *Entryways*: Attention is given to the point where the bulk of contaminants enter a facility.
4. *Hard Floor Care Program*: A maintenance program that emphasizes routine, scheduled maintenance to extend finish life.
5. *Carpet Care Program*: A maintenance program that emphasizes routine maintenance to regularly remove trapped contaminants.
7. *Restroom Care*: A thorough and regularly scheduled maintenance program for restrooms.
8. *Cafeterias and Kitchens*: Addressing these areas where bacteria, odors, and pests can accumulate.

* LEED-EB Required

**Resources**

Green Seal has also developed a Cleaning Service Standard (GS-42) that identifies each of the 10 Green Cleaning Focal Points. View the Standard at [www.greenseal.org](http://www.greenseal.org).

**Step 5: Training**

An important part of successfully implementing a green cleaning program is training your staff. There are four broad areas of training to consider.

1. *Required Training*: This type of training is required by law. The most important training is the OSHA Hazard Communication Standard (HCS). The HCS requires that each employee who will be handling chemicals be trained. The HCS had four main areas that pertain to employer responsibilities:
   - Written Program
   - Safety Data Sheets (SDS)
   - Labeling
   - Information and Training

2. *Green Cleaning Procedures*: A standard operating procedure (SOP) should be prepared for each cleaning task. Employees should be trained in accordance with each SOP.

3. *Safety*: The HCS addresses the safety of employees working with chemicals. Another part of safety is protecting building occupants during the cleaning and floor maintenance process. This can include slip/fall prevention practices and communication with vulnerable populations that may be sensitive to certain maintenance processes.
Step 6: Ongoing Improvement

Going Green: A Continuous Process
Like a quality program, the process of going green never ends. You can expect that leading manufacturers will continue to develop products that make the job of cleaning and maintaining facilities more effective and productive.

Monitor Your Progress
An important question is “how do you measure the ongoing success of your green cleaning program?” One way is to develop a base line cost estimation about transitioning to green cleaning and periodically documenting progress.

The Cost of Going Green
Many think that implementing a green cleaning program is a costly investment. We advocate that Green Cleaning is a cost neutral proposition. Some increases in cost of training, documentation, chemicals, equipment, and supplies will be offset by gains in productivity. Most certainly the largest benefit is simply a cleaner and healthier facility for employees, students, customers, patients, and employees.

Resources
The Green Cleaning Pollution Prevention Calculator can be accessed by clicking here. This tool will help you show how much you can save by going green.

Certified Green Cleaning Products

Floor Care
- Emerald Floor Finish
- Century Maintenance Neutral Floor Cleaner
- 5 Century Maintenance Neutral Floor Cleaner
- 007 Double O Seven Peroxide Cleaner
- Ultra Stripper Finish Remover
- Double O Seven Peroxide Cleaner

Cleaners Degreasers
- 2 Multi-Shine Glass and Surface Cleaner
- 3 Eliminator Spray N Wipe Cleaner
- 4 Foamy Mac Restroom Cleaner
- Foamy Mac Restroom Cleaner
- Tough Green Enviro-Degreaser
- 70 Tough Green Enviro-Degreaser

Cleaners Degreasers
- 18 Tri-Fecta Cleans Freshens Consumes
- Green Isle Hand Cleaner

Carpet Care
- Extraction Capet Cleaner
- ECO2 Encapsulation
- Bio-Power Enzymatic cleaner