

Kent Center School
Green Cleaning Procedures
May 2015

GREEN CLEANING PROGRAM

The district is committed to identifying and employing the best available green products and processes for cleaning in order to enhance indoor air quality and help protect the environment. Staff and parents will be notified on the KCS web site of the program and District procedures on an annual basis.

Connecticut Public Act 09-81 requires that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district. While Regional School District No. 1 has already implemented a green cleaning program, certain procedures are now a matter of law. It is the responsibility of every staff member to comply with the law and the following procedures: *Cleaning Procedures for Teachers and Other Non-Facilities Staff* and *Cleaning Procedures for Facilities Staff*.

As stated in Public Act 09-81, **no parent, guardian, teacher or staff member may bring into a school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.** This prohibition is now a matter of law. A copy of Public Act 09-81 is available on the district website at: <http://www.hvrhs.org> – scroll down the left column and click on “Tools for Schools.”

CLEANING PROCEDURES FOR TEACHERS AND OTHER NON-FACILITIES STAFF

1. **Only cleaning products supplied by the Facilities Maintenance Department** will be used for cleaning by staff. Products used at KCS have been chosen based on current information that establishes them to be safe and are certified green by one or two third party organization: ***Green Seal or Eco Logo***
Currently, staff may use Elements R07 ready to use All Surface Neutral Cleaner in labeled spray bottles provided by our facilities maintenance department to clean in the classroom, cafeteria, offices and other common use areas. General cleaning, for example, desk tops, should be performed with a blue microfiber rag (see 2. below). These “Green” products are effective; they are also as odorless and colorless as possible for indoor air quality (IAQ) reasons.
2. **Microfiber cloths (rags)** will be supplied to teachers and other staff for cleaning purposes. The blue microfiber rags shall be used for wet cleaning with Elements R07 ready to use All Surface Neutral Cleaner (e.g., for desk tops, counters). The green-colored microfiber rags shall be used dry (or minimally damp if needed) for cleaning keyboards and white boards. Used microfiber rags must be left out in plain view on teachers’ desks each Friday afternoon so that the custodial staff can pick up and replace them with clean ones. Microfiber rag should not be laundered at home, please leave for our facilities maintenance department.

3. **No cleaning products may be brought into school from home by staff, students or parents.** This prohibition includes any consumer product which is intended to clean, deodorize, sanitize or disinfect, such as: Clorox Wipes, 409, Fantastic, Windex, Lysol spray, scented air fresheners in aerosol cans, air freshener plug-ins, Oust, any cleaners with bleach, Tide with bleach, hand soaps, etc. These items bring chemicals and fragrances into the environment that can negatively affect IAQ and the health of sensitive individuals. Furthermore, if a student should ingest or otherwise come into contact with a chemical in one of these products, there would be no Material Safety Data Sheet (MSDS) information to share with poison control.

4. **Teachers, staff and administrators may request cleaning products** for use in their classrooms or offices from the head custodian.

CUSTODIAN ROUTINE CLEANING DUTIES

Material safety data sheets (MSDS): All cleaners used in KCS have a MSDS sheet on file in the main office, health office and maintenance office.

1. Restrooms

Daily: Empty all wastebaskets, vacuum, mop and disinfect floor. Clean and disinfect mirrors, toilet bowls, seats, urinals and pipes. Check and refill hand soap, paper towels, and tissue supplies. Make sure toilets, urinals, faucets, and drains are functioning properly and report problems to head custodian.

As Needed: Clean partitions and doors, spot clean walls, ceiling tiles, baseboards, radiator covers, light fixtures and all dispensers.

Green cleaning solutions/materials:

Elements:	R07-RTU All Surface Neutral Cleaner R03-RTU Organic Acid Restroom Cleaner R17-Organic Acid Bowl Cleaner R02-RTU Streak Free Non-Ammoniated Glass Cleaner E01-Peroxide Powered Cleaner/Degreaser (floors)
Cello:	RTU Gladiator HD Disinfectant/Cleaner
Deb:	Foam Azure Wash (hand soap)

2. Classrooms

Daily: Vacuum all carpets, sweep and mop tile floors. Empty all wastebasket and pencil sharpeners. Clean and disinfect sinks, faucets and water fountains, desktops and doorknobs. Report any issues in the room to the Head Custodian.

As Needed: Clean chalkboards/whiteboards dust and disinfect all ledges and hard surfaces. Dust shades and blinds and clean glass in classroom doors.

Green cleaning solutions/materials:

Elements:	R07-RTU All Surface Neutral Cleaner R02-RTU Streak Free Non-Ammoniated Glass Cleaner E01-Peroxide Powered Cleaner/Degreaser (Floors)
Cello:	RTU Gladiator HD Disinfectant/Cleaner

3. Health Office

Daily: Sweep, mop and disinfect tile floors and empty all wastebaskets. Clean and disinfect sinks, faucets, water fountain, countertops, doorknobs, cots and all hard surfaces. Report any issues in the room to the head custodian.

Green cleaning solutions/materials:

Elements: R02-RTU Streak Free Non-Ammoniated Glass Cleaner
E01-Peroxide Powered Cleaner/Degreaser (Floors)
Cello: RTU Gladiator HD Disinfectant/Cleaner
Deb: Foam Azure Wash (hand soap)

4. Hallways, Entryways Utility Rooms

Daily: Sweep all halls, entryways and vacuum all entryway carpets. Clean and disinfect all water fountains and doorknobs. Sweep and mop stairs. Report any issues to the head custodian.

As Needed: Clean walls and baseboard. Dust all ledges, coat racks, light fixtures, and top of lockers. Clean all glass and steel plates on doors. Autoscrube all hallway floors and buff all hallway floors.

Green cleaning solutions/materials:

Elements: R07-RTU All Surface Neutral Cleaner
R02-RTU Streak Free Non-Ammoniated Glass Cleaner
E01-Peroxide Powered Cleaner/Degreaser (Floors)
E06-Low Oder Floor Stripper
E08-Zink Free Floor Finish
Cello: RTU Gladiator HD Disinfectant/Cleaner

5. Offices

Daily: Vacuum all carpets, sweep and mop tile floors, empty all wastebaskets. Dust and disinfect all ledges, counter tops and doorknobs. Clean glass and steel plates on doors. Report any issues to the head custodian.

Green cleaning solutions/materials:

Elements: R07-RTU All Surface Neutral Cleaner
R02-RTU Streak Free Non-Ammoniated Glass Cleaner
E01-Peroxide Powered Cleaner/Degreaser (Floors)
Cello: RTU Gladiator HD Disinfectant/Cleaner

The implementation of this program requires the support and cooperation of everyone including administration, faculty, staff, parents, guardians and facilities maintenance staff. Any questions concerning the program can be directed to:

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