

WESTHAMPTON PUBLIC LIBRARY

Green Cleaning Policy

This Policy and Plan addresses environmental best practices for cleaning the interior of Westhampton Public Library. Specifically, it addresses purchasing sustainable cleaning, hard-floor and carpet products, and entryway systems; procuring sustainable cleaning equipment; developing and implementing standard operating procedures for effective cleaning; promoting and improving hand hygiene; developing guidelines for handling cleaning chemicals; developing staffing and employee training requirements; collecting and addressing occupant feedback; and establishing procedures for use of chemical concentrates and dilution systems. The Westhampton Public Library is located at 1 North Road, Westhampton, MA 01027.

1.0 Goals

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, building finishes and systems, and the environment, Westhampton Public Library has developed this Green Cleaning Policy.

2.0 Scope

- **2.1 Purchasing Green Cleaning Products and Equipment**
Westhampton Public Library endorses purchasing green products for cleaning the interior of the library. The library also endorses purchasing green and/or energy efficient cleaning equipment. (For a complete list of purchasing activity for the entire building and associated grounds, please refer to the “Sustainable Purchasing Policy, Westhampton Public Library, Westhampton, Massachusetts.”)
- **2.1.1 Cleaning, hard floor and carpet care products used at Westhampton Public Library** meet the sustainability criteria outlined in LEED EB:O&M EQ credit 3.4-3.6, and adhere to those standards. The Library uses only non-toxic, bio-degradable products for cleaning and sanitizing.
- **2.1.2 Cleaning Equipment:** The Westhampton Public Library will ensure that all cleaning equipment meets or exceeds the current standards (as outlined in the sustainability criteria of LEED EB:O&M EQ credit 3.7). When making future equipment purchases, Westhampton Public Library will only purchase Energy Star-rated equipment, when available. The library currently uses only brooms, sponge mops and a Miele S5-Ariel vacuum cleaner.
- **2.2 Standard Operating Procedures**
The standard operating procedures outlined in this Green Cleaning Policy address the effectiveness of cleaning, hard floor, and carpet maintenance systems, including when they are utilized and how they are managed and audited. General cleaning is done when the library is closed and no patrons are on-site. All staff have been informed about:
 - cleaning procedures and appropriate cleaning agents to be used
 - appropriate time and frequency of the required cleaning
 - proper application of cleaning agent and disposal of product and packaging material
 - proper use, handling and storage of cleaning agents and equipment
 - proper hand cleaning procedures

The staff are also familiar with this document (Westhampton Public Library's Green Cleaning Policy) and also the library's Sustainable Purchasing Policy.

- 2.2.1 Floor maintenance plan
The floor maintenance plan is as follows: All building entry areas have walk-off mats to catch any outside dirt and contaminants brought inside via foot traffic. These mats are cleaned daily or as needed. Hard Wood Floors: The floors are swept, vacuumed, and damp-mopped with water and/or eco-friendly, pH neutral, hardwood floor cleaner as needed or weekly. Bathroom Tile Floors: Tile bathroom floors are swept, vacuumed and damp mopped with eco-friendly, non-toxic cleaner when necessary. Carpet/Rugs: The carpet in the Circulation Area is vacuumed weekly or more often on an as needed basis. The carpet is spot cleaned if necessary with soda water and/or ecofriendly products.
- 2.2.2 Duration between stripping and refinishing.
The FSC-certified wood flooring is not expected to need refinishing for 10-15 years (commercial/heavy traffic). The wood flooring was sealed with one layer of Bona Sealer and 3 layers of Bona Finish. Based on the finish material that was used, the floors will never have to be sanded or chemically stripped, only screened and recovered with the Bona Finish.
- 2.3 Hand Hygiene Strategies
Westhampton Public Library has natural, eco-friendly hand washing soap available in the lavatories and kitchenette. Signage is posted in the bathrooms and kitchenette to remind the public and staff about proper hand-sanitizing procedures.
- 2.4 Safe handling and storage of cleaning materials/hazardous materials and spills.
Westhampton Public Library DOES NOT use or store hazardous cleaning materials.
- 2.5 Requirements for staffing and training maintenance personnel
Westhampton Public Library staff and custodial assistants have been instructed to follow the product guidelines on the proper use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging.
- 2.6 Patron Feedback:
A sheet for listing suggested changes/recommendation for the library is available at the Circulation Desk.

3.0 Performance Metric

- 3.1 Green cleaning equipment purchases should meet the guidelines in LEED EB:O&MEQ Credit
- 3.4. Standards include Green Seal GS-37,9, 1, and 41, Environmental Choice CCD-110, 146, 148, 112, 113, 115, 147, 82, 86, and 104, California Code of Regulations maximum allowable VOC levels, and the U.S. EPA Comprehensive Procurement Guidelines. Documentation of all purchases related to the applicable categories must be maintained on an annual basis. (See addendum for greater clarification on these standards)
- 3.2 Documentation of the type of chemical, volume, and concentration used in all cleaning processes will be maintained.
- 3.3 Documentation of the frequency of each cleaning process shall be maintained.
- 3.4 Records and documentation for all guidelines, training, patron/staff feedback, and other strategies shall be maintained.

4.0 Performance Goals

Westhampton Public Library will strive to identify and use nontoxic and low-environmental-impact products with as few chemicals as possible in its cleaning policies while reducing exposure of occupants to chemical hazards. Westhampton Public Library will also dispose of and/or recycle cleaning materials and chemicals in a safe and responsible manner.

5.0 Procedures and Strategies

- 5.1 The Westhampton Library Board of Trustees will be responsible for:
 - 5.1.1 Adopting purchasing policy for sustainable cleaning products and equipment. This will be done through the guidelines established in the “Sustainable Purchasing Policy, Westhampton Public Library, Westhampton, Massachusetts”.
 - 5.1.2 Establishing and ensuring the standard operating procedures listed in section 2.2.1 above for consistent use of floor cleaning system.
 - 5.1.3 The strategies listed in section 2.3 above will be implemented and enforced to improve hand hygiene.
 - 5.1.4 Westhampton Public Library has informed staff and maintenance personnel about its policies and requirements.
 - 5.1.5 Westhampton Public Library values feedback and comments from our library patrons and staff. The collection of feedback will be ongoing.
 - 5.1.6 The Trustees and library staff shall periodically evaluate the success of the Green Cleaning Policy and Plan. This evaluation may include preparing a report on an annual basis, which includes a review of the performance, safety, cost and environmental/public health benefits achieved as a result of its implementation. The responsible parties shall regularly communicate with the cleaning staff and inspect to ensure that the Green Cleaning Policy and Plan is functioning as intended. In addition, Westhampton Board of Library Trustees will review the practices and products (typically annually) to identify opportunities for improvement and expansion of environmentally friendly practices.

6.0 Responsible Parties

The Westhampton Board of Library Trustees with support from Carolyn Keating, the Library Director, are responsible for developing and managing the implementation of the Green Cleaning Policy and Plan.

- 6.1 Westhampton Board of Library Trustees (Lynn Cooper, Chairman)
- 6.2 Purchasing Manager/Library Director: Carolyn Keating
- 6.3 Staff Manager: Carolyn Keating

7.0 Time Period

This policy must remain in effect going forward from its inception date April, 2011 and shall be reviewed annually.

8.0 Definitions

- 8.1 Green cleaning is the use of cleaning products and practices that have reduced environmental impacts in comparison with conventional products and practices.
- 8.2 Recycling is the collection, reprocessing, marketing, and use of materials that were diverted or recovered from the solid waste stream.

- 8.3 Sustainable purchasing policy is the preferential purchasing of products that meet sustainability standards.

9.0 Resources

- 9.1 Environmental Working Group (www.ewg.org) What to do when a CFL bulb breaks - <http://www.ewg.org/Mercury/CFL-Lightbulbs-When-a-Bulb-Breaks>
- 9.2 www.greenseal.org – GS-37 Industrial and Institutional Cleaners Standards and GS – 42 Environmental Leadership Standard for Commercial Cleaning Services
- 9.3 U.S. Green Building Council – LEED for Existing Buildings Signed and executed this day ____ April 2011.

The Westhampton Public Library

By: Board of Trustees Chairman: Lynn Cooper

Purchasing Manager/Library Director: Carolyn Keating

Addendum:

PERFORMANCE METRICS AND MEASUREMENT

The practices listed below shall be implemented, to the extent practicable, with a target goal of 60% of products complying, based on cost. The Responsible Party shall assign staff to track purchase rates of both compliant and noncompliant products.

PRACTICES TO OPTIMIZE USE OF SUSTAINABLE CLEANING PRODUCTS

Cleaning products and materials, including hard-floor and carpet-care products, used at Westhampton Public Library shall, when possible, meet the requirements of IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials. Product types subject to these requirements include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control, disinfectants, disposable janitorial paper products and trash bags, and hand soaps.

IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials Criteria: The cleaning products meet one or more of the following standards for the appropriate category: Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes

Environmental Choice CCD-110, for cleaning and degreasing compounds

Environmental Choice CCD-146, for hard-surface cleaners

Environmental Choice CCD-148, for carpet and upholstery care.

Disinfectants, metal polish, floor finishes, strippers or other products not addressed by GS-37 or Environmental Choice CCD-110, 146, or 148 shall meet at least one of the following standards for the appropriate category:

Green Seal GS-40, for industrial and institutional floor-care products

Environmental Choice CCD-112, for digestion additives for cleaning and odor control

Environmental Choice CCD-113, for drain or grease-trap additives

Environmental Choice CCD-115, for odor-control additives

Environmental Choice CCD-147, for hard-floor care

California Code of Regulations maximum allowable VOC levels for the specific product category.

Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:

U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners

Green Seal GS-09, for paper towels and napkins

Green Seal GS- 01, for tissue paper

Environmental Choice CCD-082, for toilet tissue

Environmental Choice CCD-086, for hand towels

Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

Hand soaps meet one or more of the following standards:

No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements)

Green Seal GS-41, for industrial and institutional hand cleaners

Environmental Choice CCD-104, for hand cleaners and hand soaps.