



Carnegie-Stout Public Library
360 West 11th Street
Dubuque, Iowa 52001-4697
(563) 589-4225 office
(563) 589-4217
www.dubuque.lib.ia.us

Carnegie-Stout Public Library Green Cleaning Policy and Program Plan

SECTION 1: SCOPE

This Policy and Plan addresses environmental best practices for cleaning the interior of Carnegie-Stout 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. This building is located at 360 W. 11th Street, Dubuque, IA

SECTION 2: GOALS

The goal of this Green Cleaning Policy and Plan is to reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems and the environment.

SECTION 3: RESPONSIBLE PARTIES

The Library Director, with support from the Administrative Assistant, is responsible for developing and managing the implementation of the Green Cleaning Policy and Plan.

Personnel involved with various elements of the green cleaning program shall carry out their tasks according to this policy, and report all relevant activities to the aforementioned parties. To ensure an effective and coordinated effort, the building staff responsible for overseeing the Green Cleaning Policy and Plan shall review all proposed cleaning activities before implementation.

SECTION 4: QUALITY ASSURANCE CONTROL PROCESS

The party(ies) responsible shall periodically evaluate the success of the Green Cleaning Policy and Plan. This evaluation may include producing and providing a report on an annual basis to the Library Board of Trustees. Whenever possible, the annual report shall include an evaluation of the performance, safety, cost and environmental / public health benefits achieved as a result of its implementation.

Prior to implementation, the responsible party(ies) shall review all proposed cleaning activities. Upon reviewing proposed activities, the responsible party(ies) shall determine if they meet the criteria of the Green Cleaning Policy and approve or deny action.

The responsible party(ies) shall regularly communicate with all cleaning staff, and conduct regular site inspections and evaluations to ensure that the Green Cleaning Policy and Plan is in place and functioning as intended. In addition to ongoing quality control measures, the Library Director will review all practices

and products annually to identify opportunities for improvement and expansion of environmentally friendly practices.

SECTION 5: CLEANING PRODUCTS

The practices listed below shall be implemented, to the extent practicable, with a target goal of 90 percent of products complying, based on cost. The Library Director shall assign staff to track purchase rates of both compliant and noncompliant products.

Cleaning products and materials, including hard-floor and carpet-care products, used at Carnegie-Stout Public Library shall, when possible, meet the requirements of EQ 10.1 and EQ 10.3 LEED-EB 2.0 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.

EQ 10.3: 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
 - Green Seal GS-41, for industrial and institutional hand cleaners
 - Environmental Choice CCD-104, for hand cleaners and hand soaps.

APPROVED PRODUCT LIST

The products listed below are approved for use. Products beyond those listed here must be submitted for approval prior to use.

Product Type	Manufacturer/Product Name	Sustainability Criteria Met	Dilution Ratios
Hand Soap for Rest Rooms	Product #5725-2 and E5665-02	Yes	1:1
Glass & Multi-Purpose Cleaner	Product #3361936	Yes	1:4
Neutral Cleaner	Product #3063390	Yes	1:5
Stride Neutral Cleaner	Product #4240626	Yes	1:256
Multi-Surface Cleaner	Product #3350743	Yes	1:64
Carpet Care Shampoo	Product #3515051	Yes	1:64
Can Liners	Product #RPGB4071 & R243308N	Yes	NA
Hand Roll Towel	Product #29088	Yes	NA
Toilet Paper	Product #12024402	Yes	NA

SECTION 6: CLEANING EQUIPMENT

All newly acquired cleaning equipment shall comply with the criteria listed below. The Library Director shall assign staff to track the percentage of all equipment that meets the criteria, based on cost or number of pieces of equipment, with a target of 88% of the equipment to comply by November 15, 2011

Purchase Criteria

All new equipment acquisitions shall comply with the requirements of EQ 10.6: Green Cleaning, Sustainable Cleaning Equipment:

- Vacuum cleaners meet the requirements of the Carpet and Rug Institute “Green Label” Testing Program— Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and shall operate with a sound level less than 70dBA.
- Carpet extraction equipment for restorative, deep cleaning is certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.
- Powered floor equipment—e.g., 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 less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emission engines with catalytic converters and mufflers that meet 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 variable-speed feed pumps and onboard chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- Battery-powered equipment is 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.

Record-keeping

A log shall be kept for all powered cleaning equipment to document the date of purchase and all repair and maintenance activities. Vendor cut sheets for all equipment used onsite shall be stored onsite. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications.

APPROVED EQUIPMENT LIST

The equipment listed below is approved in the event of new equipment acquisition. Equipment beyond that listed here must be submitted for approval prior to acquisition.

Equipment Type	Year of manufacture	Model	Sustainability Criteria Met
Spot carpet extractor	2008	North American	Energy Star
Carpet extractor	2008	Avenger V12QX	Energy Efficient rating
Wet/Dry Vac	2009	Numatic WV-1800 DH	Energy Star rated
Wet/Dry Vac	2011	Windsor T716	CRI Green Label Standard
Vacuum Cleaner	2008	Minuteman C371115-18MP	Energy Star rated
Vacuum Cleaner	2010	Windsor	CRI Green Label Standard
Vacuum Cleaner	2011	Windsor	CRI Green Label Standard

SECTION 7: HARD-FLOOR AND CARPET MAINTENANCE

Floor-care maintenance shall consistently be performed according to written protocols, without exception. QC checks will be used to ensure 100% adoption.

- The floor and carpet maintenance program at Carnegie-Stout Public Library is designed to use few, or no, harmful chemicals; remove and eliminate irritating dust, dirt and other contaminants; and protect and preserve floors.
- To minimize chemical use, the Carnegie-Stout Public Library has no floors with a finish requiring a coat of wax or other finish thereby maximizing the floors' longevity, thereby conserving cleaning and floor restoration materials and minimizing occupants' exposure to harmful chemicals.

Maintenance of Floors

Carpeted areas will be vacuumed daily. Spot cleaning will be done using a green product that has an EcoLogo or that is GreenSeal certified. In the event a large area of carpet requires cleaning a plant derived, 100% biodegradable product with an EcoLogo or Green Seal certification will be used in a low-moisture process.

Hardwood floors will be dry mopped daily. A cloth dampened with water will be used to clean spots. If an entire area of hardwood requires cleaning, a green product that has an EcoLogo or that is GreenSeal certified will be used.

Marble floors will be dry mopped daily. Spots will be cleaned using hot water and a mop and dried using a dry mop. If the floors require a more in-depth cleaning M3 Stone Care Products will be used (Item #MAJC070) which is biodegradable and is free of phosphates, solvents, and abrasives.

SECTION 8: ENTRYWAY SYSTEMS

The Carnegie-Stout Public Library has two entrances: one on the northeast side of the building (considered the Main Entrance), and one on the northwest side of the building (considered the Historic Entrance). Outside the Main Entrance door is a scraper/wiper mat Eco-Berber's "Waterhog Ego Elite" which is made of a post-consumer recycled content of 38.6%. The Main Entrance has an InterfaceFLOR product flooring in the vestibule which contains at least 20% post-industrial recycled content. Both entrances have Eco Berber floor mats in the entryway of the inside doors to the building. Eco Berber floor mats contain 56% post-consumer recycled content and an all-natural rubber backing.

Protocols promoting effective use of entryway systems shall be wholly adopted. Quality control checks shall be used to ensure 100% adoption.

PRACTICES TO OPTIMIZE USE AND MAINTENANCE OF ENTRYWAY SYSTEMS

- Manufacturer directions and guidelines for floor care will be followed. The manufacturer recommends daily vacuuming in traffic areas, which is where the InterfaceFLOR and Eco Berber floor mats are located. The care of the flooring and the walk off mats will be cleaned daily by library maintenance staff.
- The manufacturer recommends spot cleaning as soon as spots are noticed and further recommends solutions of detergent and water, ammonia and water, vinegar and water, or isopropyl alcohol depending on the type of stain. These care instructions will be reviewed prior to the treatment of stains. The manufacturer recommends a hot water extraction method be used one to two times annually for a deep cleaning.
- The outdoor scraper/wiper mat is to be swept daily, and cleaned with hot water and a brush once weekly or as needed.

SECTION 9: HAND HYGIENE

Protocols promoting hand hygiene shall be wholly adopted. QC checks will be used to ensure 100% adoption.

PRACTICES TO OPTIMIZE HAND HYGIENE

- All restroom facilities will have hand soap available which will be Gojo brand "green certified hand cleaner" (product #5725-2 and E5665-02) and does not contain anti-bacterial elements.
- Signage providing guidelines for proper hand washing techniques will always be posted in restrooms.

SECTION 10: HANDLING AND STORAGE OF CLEANING CHEMICALS

Protocols governing safe handling and storage of cleaning chemicals shall be wholly adopted. QC checks will be used to ensure 100% adoption.

PRACTICES TO OPTIMIZE HANDLING AND STORAGE OF CLEANING CHEMICALS

The following protocols have been established to mitigate spills, leaks and mismanagement.

Storage

- Cleaning chemicals are stored in single-locked janitorial closets on each of the three floors of the library to be accessed as needed.
- All cleaning chemicals and compounds will be labeled and stored in janitorial closets on shelving.
- When cleaning chemicals and compounds are required for cleaning they will be transferred to a wheeled cleaning cart for easy identification and access. Maintenance staff will wear gloves at all times.

MSDS Storage

- The cleaning chemical supplier is required to provide accurate MSDSs for all chemicals delivered to the building.
- MSDSs are filed, in duplicate, in the Maintenance Supervisor's office, and in the Library Administration office in clearly labeled binders.
- The cleaning chemical supplier maintains a toll-free hotline that can be called in the event of spills or accidents to access safety data and protocols.

Emergency Procedures

- In the event of an emergency during the handling of chemicals or cleaning compounds a library staff member will alert 911.

SECTION 11: USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS

PERFORMANCE METRICS AND MEASUREMENT

Dilution systems and chemical concentrates shall be wholly utilized for the following product types:

Glass and Multi-Purpose Cleaner

Neutral Cleaner

Germ Control Disinfectant

Carpet & Rug Shampoo

PRACTICES TO OPTIMIZE USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS

Chemical concentrates and dilution systems are used according to the procedures below to minimize risk to staff and occupants, and to conserve resources.

Dilution System Description

The manufacturer calls for a recommended standard dilution and we are adhering to the dilution recommendations. See table on page 4.

Maintenance

The Maintenance Staff is responsible for following procedures as provided in the checklists and product list for building cleaning and inspection. This includes use of the listed of sustainable cleaning systems, use of sustainable cleaning products and supplies, use of chemical concentrates and appropriate dilution systems. Maintenance staff members have been trained on the hazards, use, maintenance and disposal of cleaning chemicals, dispensing equipment and packaging.

SECTION 12: VULNERABLE BUILDING OCCUPANTS

To protect vulnerable building occupants, such as pregnant women, children, asthmatics, elderly occupants, individuals with allergies and highly sensitive individuals, cleaning staff of Carnegie-Stout Public Library shall use only low/no VOC cleaning products; they shall perform routine cleaning and floor restoration activities after working hours when the majority of occupants have left the building; the staff shall limit the number of cleaning chemicals used in the building; and they shall maintain a high level of cleanliness thus minimizing the presence of irritants.

SECTION 13: STAFFING AND TRAINING

All cleaning personnel shall receive regular training. Vendors shall supply evidence of compliance with training requirements prior to contract award or renewal. All cleaning staff and managers shall receive environmental safety and health training, addressing, at minimum, hazards associated with the use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

Training Topics

- Employee safety and health compliance as it relates to the cleaning program
- Regulatory compliance standards—OSHA, EPA, and other local, state, and federal rules and regulations
- Unsafe attitudes and conditions in the work place through Job Safety Analysis—OSHA JSA or JHA (Job Hazard Analysis)
- Employee performance improvement, such as accident prevention and record-keeping
- Compliance with health and safety rules, and regulation and confidentiality issues
- Safe chemical storage and handling
- Disposal and recycling of cleaning chemicals, dispensing equipment and packaging
- Blood borne pathogens

Staffing Plan

To meet cleaning objectives within the building, minimum staffing requirements must be met. Factors such as occupancy rates, seasonal variations and other considerations should be taken into account when adjusting the staffing plan.

Under typical conditions, total cleaning staff time shall be not less than 9 hours per day. Maintenance staff members work 16 hours per day which provides ample time for cleaning of the facility.

SECTION 14: OCCUPANT FEEDBACK AND EVALUATION OF NEW TECHNOLOGIES

The Carnegie-Stout Public Library has comment boxes located in three areas for the public to express opinions and in the Staff Lounge to gather staff members' feedback about the green cleaning program. Occupants are encouraged to alert the management to any issues relating to the green cleaning program. In addition, management regularly researches and integrates new green cleaning technologies into the building's green cleaning procedures.

SECTION 16: TIME PERIOD

This policy shall take effect on July 28, 2011 and shall continue indefinitely or until amended and/or replaced by a subsequent green cleaning policy.



Paula Connors, Library Board President