

# Quick Reference Guide

## HEALTHY, HIGH-PERFORMANCE GREEN CLEANING FOR BUILDING SERVICE EMPLOYEES

THE DIVISION OF SCHOOL PLANT OPERATIONS (DSPO) is committed to providing a healthy-facility environment that is conducive to student learning and employee productivity.

**GOAL:** To establish proactive cleaning standards that promote health

**GUIDING PRINCIPLE:** Every day, every student and every employee has the right to a healthy and safe school and work environment.

**WE ARE COMMITTED** to safeguarding the health of building occupants, therefore we—

1. **USE GREEN-CERTIFIED PRODUCTS** that have been reviewed and approved by MCPS Environmental Services or Systemwide Safety Programs
2. **FOLLOW** chemical dilution recommendations carefully and clearly label all secondary containers
3. **DISPOSE** of waste water and products using environmentally safe processes
4. **SCHEDULE** floor stripping and resurfacing processes during non-school hours when possible
5. **USE VACUUMS** that are equipped with multi-level filtration and operate with a sound level less than 70dBA.
6. **USE GREEN CERTIFIED FLOOR MACHINES** that are equipped with multilevel filtration, vacuums, felt skirts, etc., to capture fine particles
7. **USE A THOROUGHLY DEVELOPED CLEANING PLAN**, including routine and detailed processes
8. **USE BUILDING MAINTENANCE PLANS** to document preventive maintenance routines
9. **ENSURE** that all staff complete mandatory training
10. **ROUTINELY INSPECT** building, grounds, and motorized equipment and correct and/or report deficiencies immediately