Green Cleaning Policy



Professional Engineers Ontario (PEO) 40 Sheppard Avenue West, Toronto, ON M2N 6K9

Mission Statement:

PEO is dedicated to promoting environmental awareness and stewardship through all activities. Through this Green Cleaning Policy, PEO intends to:

- Use a holistic approach to cleaning, which emphasizes stewardship.
- Reduce the use of hazardous/toxic materials.
- Reduce the exposure of building occupants to potentially hazardous chemical, biological and particulate contaminants.
- Divert all available materials from the landfill to appropriate waste streams.
- Use cleaning products and equipment with the lowest environmental impact.

Scope:

The Green Cleaning Policy addresses environmental best practices for cleaning the interior of the 40 Sheppard Avenue West including:

- Purchasing sustainable cleaning, hard floor, carpet care products and equipment.
- Developing standard operating procedures for effective cleaning, hard floor and carpet maintenance. Procedures will address cleaning to protect vulnerable building occupants.
- Establishing procedures for using chemical concentrates and dilution systems, and for addressing spills and mishandling incidents.
- Promoting and improving hand hygiene.
- Staff training for the proper handling, mixing and storage of cleaning chemicals.
- Collecting and addressing occupant feedback.

Performance Metric:

The successful implementation of this Policy will be measured by occupant surveys/feedback.

Goals:

Ensure at minimum, 90% compliance with the Green Cleaning Policy.

Procedures and Strategies:

1. Purchasing Cleaning Products and Materials

Preferable environmental product attributes:

- Use chemical concentrates to reduce a product's transportation impact.
- Use chemicals with an automatic dilution system to ensure appropriate mixing and reduce product waste.
- Use products with no ozone depleting substances.
- Use products with reduced bio concentration or accumulation and flammability.
- Use products with reduced or no added dyes, fragrances, skin irritants or VOCs (volatile organic compounds).
- Use products with minimal, recyclable packaging made with post-consumer recycled content.





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Cleaning products shall meet the following requirements:

- The cleaning products meet one or more of the following standards for the appropriate category:
 - o Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes
 - o Environmental Choice CCD-110, for cleaning and degreasing compounds
 - o Environmental Choice CCD-146, for hard-surface cleaners
 - o 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:
 - o Green Seal GS-40, for industrial and institutional floor-care products
 - Environmental Choice CCD-112, for digestion additives for cleaning and odor control
 - o Environmental Choice CCD-113, for drain or grease-trap additives
 - o Environmental Choice CCD-115, for odor-control additives
 - o 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
 - o Green Seal GS-09, for paper towels and napkins
 - o Green Seal GS- 01, for tissue paper
 - o 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)
 - o Green Seal GS-41, for industrial and institutional hand cleaners
 - Environmental Choice CCD-104, for hand cleaners and hand soaps.
- Under circumstances where a cleaning product category is absent, the product must comply with the California Code of Regulations maximum allowable VOC levels for the specific product categories.

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APPROVED PRODUC	T LIST		
Product Type	Product Name	Manufacturer Name	Sustainability Criteria Met
Floor Finish	Vert-2-Go Floor Finish	Wood Wyant	Υ
Glass Cleaner	Vert-2-Go Glass Cleaner	Wood Wyant	Υ
Cleaner	Vert-2-Go Washroom Cleaner		Υ
Floor Degreaser	Vert-2-Go Bio Floor Degreaser	Wood Wyant	Υ
Floor Stripper	Vert-2-Go Floor Stripper	Wood Wyant	Υ
Cleaner	Vert-2-Go All Purpose Cleaner	Wood Wyant	γ
Cleaner	Vert-2-Go Oxy Neutral Cleaner	Wood Wyant	Υ
Cleaner/Deodorizer	Vert-2-Go Bio PreSpray Carpet and Fabric Cleaner/Deodorizer	Wood Wyant	Υ
Hand Soap	Vert-2-Go Hand Soap	Wood Wyant	Υ
Deodorizer	Odour-Vanish	BIOCHEM Environmental Solutions	N
Odour		BIOCHEM Environmental	
Counteractant	Dumpster Delite	Solutions	N

2. Purchasing Cleaning Equipment:

All new equipment shall meet the following criteria:

- Specify electrically powered, non fuel operated equipment.
- Use environmentally preferable gel batteries for battery -powered equipment.
- Select ergonomically designed equipment to minimize vibration, fatigue and noise.
- Specify equipment with safeguards, such as rollers or rubber bumpers.
- Specify vacuums under the CRI "Green Label" Testing Program to operate with a sound level of less than 70dBA.
- Specify carpet extraction equipment under the CRI "Seal of Approval" Testing Program.
- Specify Automated Scrubbing Machines with variable-speed feed pumps and onboard chemical metering to optimize the use of cleaning fluids or only use tap water with no chemical additives.



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The below-listed equipment is not new and therefore no equipment meets the abovelisted requirements. When Bee Clean purchases new equipment, they must comply with the above.

APPROVED EQUIPMENT LIST					
Equipment Type	Model/Name	Manufacturer Name	Sustainability Criteria Met		
Vacuum	SL-5	Centaur	N		
Vacuum	SL-6	Centaur	N		
Vacuum	SL-7	Centaur	N		
Floor Cleaner	Swift Burnisher 200 RPM	Centaur	N		
Floor Cleaner	Rabbit - 2, High Speed Floor Machine	Centaur	N		
Vacuum	Heavy Duty 16" upright Vacuum Cleaner	Sanitaire	N		
Vacuum	12" Upright Vacuum with Magnet	Sanitaire	N		
Vacuum	Heavy duty Vacuum Cleaner - model #GD939	Euroclean by Nilfisk _Advance	N		
Vacuum	Canister Vacuum - Model # UZ 9305	Euroclean by Nilfisk _Advance	N		

3. Hard Floor and Carpet Maintenance

40 Sheppard Avenue West's hard floors and carpet will be maintained with few, or no, harmful chemicals. Techniques will be used to remove and eliminate dust, dirt, particulates and other contaminants to maintain an optimum indoor environment, and protect and preserve floors.

Floor care and carpet maintenance will be performed according to standard operating procedures, as per Bee Clean Building Maintenance; see Appendix. Quality assurance checks will be performed to ensure 100% compliance.

4. Entryway Systems

Entryway systems will be cleaned regularly to prevent contaminant transfer indoors, and to ensure the removal or elimination of dust, dirt, particulates and other contaminants. Grates will be vacuumed and surface cleaned daily and mopped weekly. Secondary entrances shall have walk off mats at least 10 feet in length, to capture particulates and prevent entrance into the building. These mats will be vacuumed

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weekly and the floor beneath shall be vacuumed and mopped on a weekly basis. Quality assurance checks will be performed to ensure 100% compliance.

5. Hand Hygiene

Hand hygiene shall be promoted through the use of hand soaps and hand hygiene notices in all restroom facilities and kitchenettes in public and employee areas. Hand sanitizer stations will be provided in the main entrance vestibule. Quality assurance checks will be performed to ensure 100% compliance.

6. Handling and Storage of Cleaning Chemicals

Cleaning personnel will be trained on the proper handling and storage of cleaning chemicals. Cleaning chemicals shall be stored in Janitorial room, on the first floor.

Bee Clean Building Maintenance shall provide MSDS for all cleaning chemicals used within 40 Sheppard Avenue West. MSDS will be stored in the Janitorial room on the first floor to ensure that cleaning personnel have access to MSDS at all times. MSDS will also be filed and stored in the Property Manager's office located in Suite 500, workstation #560-8 on fifth floor. 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.

In the event of an emergency, the following protocols shall be observed:

- Bee Clean staff to contact supervisor and Facility Manager.
- Bee Clean staff to contact toll-free hotline if required.

7. Chemical Concentrates and Dilution Systems

Chemical concentrates are stored in the Janitor closet on the first floor; all Bee Clean staff shall have access to the Janitor closet at all times. Chemical concentrates and dilution systems shall be used for the following:

APPROVED CONCENTRATES LIST					
Concentrate Name	Manufacturer Name	Dilution Ratio	Personal Protective Equipment Required		
VERT-2-GO Floor Finish	WOOD WYANT	DOES NOT NEED DILUTION	NO		
VERT-2-GO Oxy Neutral Cleaner	WOOD WYANT	1:660	NO		
VERT-2-GO Glass Cleaner	WOOD WYANT	1:46	NO		
VERT-2-GO Bio Floor Degreaser	WOOD WYANT	1:64	NO		
VERT-2-GO All-Purpose Cleaner	WOOD WYANT	1:63	NO		
VERT-2-GO Bio Prespray Carpet & Fabric Cleaner	WOOD WYANT	DOES NOT NEED DILUTION	NO		

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8. Staffing And Training

Bee Clean conducts a formal training session as part of new employee orientation and thereafter on site for all cleaning staff every six months. For new employees who begin between sessions, the on-site manager provides hands-on training. Attendance is taken at every session; for those who miss the session, hands-on training is provided by the site manager. If a large number of employees miss the session, another formal session is scheduled.

Each formal training session has the following components:

- Attendance Log
- Green Cleaning Introduction:
 - o Overview: What Is LEED
 - Background: History of Green Cleaning (CaGBC, USGBC)
 - o LEED Requirements
 - o What is "Green Cleaning"?
 - o Bee-Clean's Environmental Policy
 - o Environmental Standards (Eco-Logo, Green Seal, etc.)
 - o Bee-Clean's Commitment to LEED Certification Process
 - Roles and Responsibilities of Cleaning Function
 - Question & Answer Period
- Technical Training on Green Cleaning Supplies and Products
 - Background: Discussion of impact of traditional chemicals, indoor air pollution & what are Eco-Logo products.
 - Review of each on-site cleaning product and why it's environmentally preferred.
 - Proper Use
 - o Maintenance
 - Disposal
 - Dispensing Equipment
 - o Question & Answer Period
- Health and Safety Training:
 - Health and Safety Legislation
 - o History of WHMIS Legislation
 - Discussion of Employees' "Right to Know"
 - Discussion of Employees' Duties and Responsibilities
 - Supplier and Workplace Labels
 - Explanation and Discussion of Hazard Symbols
 - o MSDS, Including Review of a Sample MSDS
 - Labeling
 - Unsafe Conditions and Attitudes in the Work Place,
 - Accident Prevention, Record-Keeping, Safe Handling and Storage of Cleaning Chemicals



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- Disposal and Recycling of Cleaning Chemicals
- o Dispensing Equipment and Packaging
- Do's and Don't's of WHMIS
- Question & Answer Period
- Written Test (Certificates Distributed for Successful Employees)

The training modules are site-specific and interactive. Staff participation and discussion are encouraged. Due to the linguistic composition inherent with our industry, many training sessions are conducted with the assistance of one or more translators. Each module uses a Powerpoint presentation and is supported with hand-outs and examples. Technical training is also supported with expert guest speakers for the field to explain the products and the proper use.

To ensure compliance, Bee-Clean has an internal "LEED Auditor", whose role is to visit the site on a regular basis and assess whether the on-site staff is adhering to company policy.

To ensure 40 Sheppard Avenue West's cleaning objectives are met, minimum staffing requirements will be adjusted to reflect occupancy rates, seasonal variations and etc. Under typical conditions, total cleaning staff time shall be a minimum of 28 hours per day. Bee Clean Building Maintenance will ensure that 6 personnel are assigned to 40 Sheppard Avenue West to work 144 hours to meet cleaning objectives.

9. Occupant Feedback

Bee Clean Building Maintenance in coordination with BLIC, John T Cookson - Facility Manager will conduct an occupant survey, at minimum, once per year to obtain feedback on green cleaning procedures and results. Survey results will be distributed to Bee Clean Building Maintenance and BLIC, John T Cookson, Facility Manager.

The survey will be conducted electronically. Occupants are encouraged to alert property management to any issues related to the green cleaning program.

10. New Technologies, Products and Equipment
Bee Clean Building Maintenance is committed to continuously researching and integrating new sustainable cleaning technologies, products and equipment into 40 Sheppard Avenue West's green cleaning procedures.

Bee Clean Building Maintenance will inform and solicit feedback from occupants before implementing new technologies, products and equipment to ensure occupants are informed of major changes to green cleaning procedures.





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Responsible Parties:

BLJC

Name: John T Cookson Position: Facility Manager Telephone: 416-801-6136

E-mail: john.cookson@bljc.com

Key Tasks of BLJC, Facility Manager:

- Ensure the implementation and success of the Green Cleaning Policy.
- Monitor all applicable activities associated with the Green Cleaning Policy, including occupant feedback and surveys.
- Ensure ongoing communication with Bee Clean Building Maintenance

Bee Clean Building Maintenance

Name: Meghan Sinclair Position: District Manager Telephone: 416-410-6181

Fax: 416-421-2688

E-mail: msinclair@bee-cleam.com

Key Tasks of Bee Clean Building Maintenance:

- Ensure the implementation and success of the Green Cleaning Policy.
- Perform all activities associated with the Green Cleaning Policy, including monthly tracking of product, material and equipment purchases/repairs, personnel training and occupant surveys.

Time Period:

This policy will be reviewed and updated monthly and yearly to ensure the most current environmental criteria and standards are incorporated into the Policy and to re-evaluate the Goals and Scope.

This policy shall take effect on November 1, 2011 and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable purchasing policy.

Signed and executed on this 17 day of Nevember 2011.

Professional Engineers Ontario

By: John T Cookson

Facility Manager