

ADMINISTRATIVE REGULATION

BALTIMORE CITY PUBLIC SCHOOLS

GREEN CLEANING

I. Purpose

This administrative regulation details the green cleaning component of the Sustainability policy. Unless otherwise noted, it applies to all schools, including public charter schools (as defined by Policy IHB) and schools that are cleaned by contracted vendors, their kitchens and cafeterias, and administrative sites. Its purposes are to:

- A. Ensure clean, safe, and healthy environments for students, staff, and the community at large;
- B. Protect the health and safety of students and staff by limiting exposure to potentially toxic chemicals such as those that can cause cancer, asthma or chemical burns to the skin or eyes;
- C. Protect the environment by minimizing the release of pollutants into the air and water;
- D. Describe supplies, equipment, and practices that are cost effective and further the goals of the green cleaning program;
- E. Ensure that City Schools is in compliance with and/or exceeds the Maryland Green Cleaning law; and
- F. Require that new or fully renovated schools in Board school facilities comply with the Green Cleaning Policy credit of LEED 2009 for Existing Buildings, Operations and Maintenance, and that all other schools and administrative sites work toward compliance.

II. Guidelines

- A. Responsible Parties. The following parties are responsible for the implementation of this administrative regulation.
 - 1. Facilities Maintenance and Inspections Office;
 - 2. Procurement Office;

3. Each school, pursuant to its purchasing of cleaning products and/or contractual cleaning services; and
4. All cleaning staff, whether employed or contracted by the Board, or contracted or hired by a charter school operator.

B. Implementation

1. The Facilities Maintenance and Inspections Office shall:
 - a. Ensure, with the assistance of the Procurement Office, that staff and approved vendors use cleaning chemicals, floor maintenance chemicals, and hand soaps that meet one or more of the following certifications, in this priority order:
 - i. Green Seal;
 - ii. UL EcoLogo;
 - iii. Safer Choice (formerly Design for the Environment); or
 - iv. Certifications that meet other Environmental Product and Service Label Standards, as approved by the Board.
 - b. Develop a Green Cleaning Procedures Manual that details supplies, practices, and procedures to achieve the green cleaning program. The Manual shall establish:
 - i. An approved cleaning chemical dilution system(s) to be installed and used in all sites to protect workers from exposure to concentrated cleaning chemicals, ensure proper dilution, and minimize packaging waste;
 - ii. Describe the proper use of surface sanitizers, disinfectants and other antimicrobial products, including pre-cleaning and dwell-time protocols. Because disinfectants cannot be certified as “green,” all efforts shall be used to minimize their use while maintaining effective infection control;
 - iii. Establish staffing plans for schools and administrative sites;
 - iv. Establish initial and ongoing training requirements for custodial staff regarding green cleaning;
 - v. Establish criteria for green cleaning supplies and equipment, including criteria outlined in LEED 2009 for Existing Buildings, Operations and Maintenance;

- vi. Reference the City Schools Chemical Hygiene Plan, the Personal Protective Equipment Plan, and the Hazard Communications Plan for all chemicals used by facility and custodial staff. These plans ensure safe work practices, protective equipment, and emergency procedures to minimize exposure to hazardous chemicals, and may be found at www.baltimorecityschools.org/Page/266; and
 - vii. Be reviewed annually and updated as needed to reflect industry best practices.
- c. Provide introductory and ongoing training for custodial staff, external custodial contractors, and school administrators, which shall cover:
- i. The Green Cleaning Procedures Manual;
 - ii. This administrative regulation;
 - iii. The hazards, safe use, storage and disposal of cleaning, sanitizing and disinfecting chemicals, floor maintenance chemicals, and hand soaps;
 - iv. Dispensing and dilution equipment and packaging;
 - v. Recommended cleaning products and practices; and
 - vi. Performance expectations.
2. Board school facilities with staff custodians shall purchase all cleaning supplies and equipment through the City Schools-approved procurement system;
3. Charter school operators and external custodial contractors who are cleaning non-Board school facilities that they own or lease may buy their products through vendors of their choice as long as it is done in accordance with this administrative regulation;
4. A school administrator may request the purchase of a cleaning chemical not on the approved procurement system via written submission to the Procurement Office. The administrator may demonstrate that the chemical has one of the approved certifications per Section II.B.1.a. of this regulation. If it does not, the administrator must request an exemption for a specific application.
5. Green cleaning shall be implemented in stages.
- a. By Dec 31, 2016, 75% of all schools will use chemicals that meet the Maryland Green Cleaning law and by June 30, 2017, 100% of all schools will use chemicals that meet the Maryland Green Cleaning law;

- b. All schools, except charter schools not in Board school facilities, as part of the 21st Century School Buildings Plan shall achieve the LEED 2009 Existing Buildings, Operations and Maintenance Green Cleaning Policy credit, and efforts shall be made to do the same at other schools and administrative sites; and
- c. Additional goals will be stated in the Sustainability Plan.

C. Performance Measurement and Quality Assurance

- 1. At schools in Board school facilities, the Facilities Maintenance and Inspections Office shall:
 - a. Inspect each school twice per year for cleanliness, and issue a written and numerical evaluation on each school's cleanliness;
 - b. Report on school compliance with this administrative regulation by utilizing the Principal's Monthly Visitation Report completed by Educational Building Supervisors; and
 - c. Establish improvement plans for sites not in compliance with this administrative regulation.
- 2. All contract custodial vendors at Board school facilities shall annually submit ADG-RC Form #1: Affidavit of Compliance with the Maryland Green Cleaning Law.
- 3. All charter schools shall communicate via the annual certification letter that they are in compliance with the Maryland Green Cleaning Law.

III. References

Related Policies and Administrative Regulations:
ADF; ADG; ADG-RA; ADG-RB; DJA; DJA-RA

Regulation History: New Regulation, adopted June 14, 2016