



Companies and businesses across the U.S. are becoming environmentally conscious and many are starting to adopt LEED standards and protocols. LEED stands for Leadership in Environmental Design. The overall goal of the program is to make the places we live in and work at become healthier environments. Carefree Maintenance is aware of this growing trend and has launched a Green Cleaning Program.

# Green Cleaning

## Cleaning to protect health without harming the environment



*Carefree Maintenance is dedicated to improving indoor air quality and minimizing environmental impact. Therefore, we engage in environmentally preferred cleaning practices and have launched our 7 step green cleaning program.*

### **Step 1: Focus on Entryways inside and out.**

As much as 80% of the dust and soil that comes into a building enters through the front door. Our goal is to trap and remove dirt and pollutants before they enter the building and to frequently clean entrance and entryway mats. Mats are placed at each entryway and our day porter vacuums several times throughout the day in two directions (front to back and side to side) so the mats remain effective at trapping dust, dirt and other debris. Our night time cleaners also vacuum the mats during night time cleaning. This process ensures that entryways and mats are cleaned many times through the day. Cleaners will also pay special attention to the outside of each entryway by sweeping the area that leads into the building. Keeping dirt outside will extend the life of the entry mats and means less soil that ends up on the inside of the building.



**Indoor Mats**



**Outdoor Mats**

## Step 2: Our Green Cleaning Products

Cleaning products used by the cleaning staff in your building are manufactured by Daycon Products and are green seal certified and environmentally preferred.

MSDS sheets along with a chemical tracking and handling log which includes a list

of all green chemicals to be used is located in each janitor's closet and are available to building occupants upon request. Here is a complete list of the products used to clean our facilities. We also use a

### HEALTHY BUILDINGS - HEALTHY BUSINESS

#### Daycon Green Seal® Products

Daycon now offers a comprehensive line of Green Seal Certified chemicals that we manufacture at our own facility. For over 60 years, Daycon has provided high quality products at a tremendous value. Our chemists have long been concerned with safe, environmentally-friendly, and human-friendly products that do not sacrifice quality. We proudly offer those products, now, with the Green Seal of approval.



#### NEUTRAL CLEANER



A neutral, synthetic detergent that removes dirt, oil, grease, food, beverages, and other soils from finished floor surfaces. Will not dull, harm, soften, or discolor the floor finish. Safe on unfinished marble, slate and sealed wood.

#### GLASS & MULTI-SURFACE CLEANER



A solvent-free formula that works on glass, Plexiglas®, Lexan®, mirror, metal, and other shiny surfaces. It dries quickly and streak free. Product is biodegradable and APE free. No VOC's, solvents, caustics or acids.

#### ALL-PURPOSE OXYGENATED CLEANER



The smarter way to clean glass, floors, plastic, chrome, and more. Brightens tile and grout. Use in foam sprayers to clean showers, concrete, exterior building surfaces and wooden decks. This non-toxic, non-corrosive formula is extremely safe to use.

#### FLOOR FINISH & STRIPPER



A durable, scratch-resistant floor finish that can be dry burnished. It is zinc and APE free. Low VOC's.

A high-efficiency, low VOC stripper that is ideal for hospitals, nursing homes, stores, and lobbies. It is odorless, low foaming and easily rinsed. Safe on marble, Terrazzo, vinyl and V.C.T.

#### RESTROOM CLEANERS



A mild acid, restroom cleaner that removes lime, soap scum, grease and rust. Use on tub, tile, shower stalls, glass shower doors, fixtures, toilets, urinals and grout. This non-corrosive, non-fuming formula is exceptionally safe.

#### DEGREASER & EMULSIFIER



Heavy duty formula emulsifies oil and grease. Designed for difficult-to-clean areas such as trashrooms, kitchens, garages, machine shops, warehouses, and more. Use in automatic scrubbers, foam sprayers, and pressure washers. Free of phosphates and APE.

#### CARPET CLEANING FORMULA



Use for extracting, shampooing, bonnet cleaning, and spotting. Highly effective on oily types of soil. This unique blend is safe on stain resistant carpets because of its low alkalinity and it is easy to work with because there is no need to add defoamers, brighteners, or odor counteractants. Approved for use by the Carpet and Rug Institute (CRI).





1.800.394.0019

Daycon Products Company, Inc.

www.daycon.com



DAYCON® AWESOME

disinfectant cleaner that kills 99.9% bacteria including HIV-1, SARS and MRSA.



### **STEP 3: Our Green Paper Products**

All paper products used are made from 100% recycled wastepaper and are certified by Green Seal Inc. Below is a complete list of the paper products used in our facilities.

#### **Green Seal Standards for Paper Towels**

- ▶ 100% Recycled (recovered after papermaking process)
- ▶ Minimum 40% post-consumer wastepaper content (EPA guidelines)
- ▶ Wastepaper is not de-inked using solvents containing chlorine or any other chemicals or compounds harmful to the environment.
- ▶ Wastepaper is not bleached using chlorine or any of its derivatives such as hypochlorite and chlorine dioxide.
- ▶ Paper towels do not contain any added pigments, inks, dyes or fragrances.
- ▶ Product is made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials or dirt. Product must dispense properly from the container (dispenser) or roll.
- ▶ The cores in the roll towels are made from 100% recycled materials.
- ▶ Packaging materials cannot contain lead, cadmium, mercury and hexavalent chromium in excess of 100 parts per million (above trace levels).



\*Green Seal® is a registered trademark of Green Seal, Inc. in Washington, DC. Used by permission.

#### **Green Seal Standards for Bath & Facial Tissue**

- ▶ 100% Recycled (recovered after papermaking process)
- ▶ Minimum 20% post-consumer wastepaper content in bath tissue; 10% in facial tissue (EPA guidelines)
- ▶ Wastepaper is not de-inked using solvents containing chlorine or any other chemicals or compounds harmful to the environment.
- ▶ Wastepaper is not bleached using chlorine or any of its derivatives such as hypochlorite and chlorine dioxide.
- ▶ Bath and facial tissue does not contain any added pigments, inks, dyes or fragrances.
- ▶ Bath tissue contains a minimum of 40 square feet of product per roll; facial tissue contains a minimum of 70 square feet of product per box (inner packaging).
- ▶ Product is made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials or dirt. Product dispenses properly from the box or fixture (dispenser).
- ▶ The cores in the bath tissue and the box for the facial tissue are made from 100% recycled materials.
- ▶ Packaging does not contain inks, dyes, pigments, stabilizers or any additives to which any lead, cadmium, mercury and hexavalent chromium has been intentionally introduced.
- ▶ Packaging materials cannot contain lead, cadmium, mercury and hexavalent chromium in excess of 100 parts per million (above trace levels).

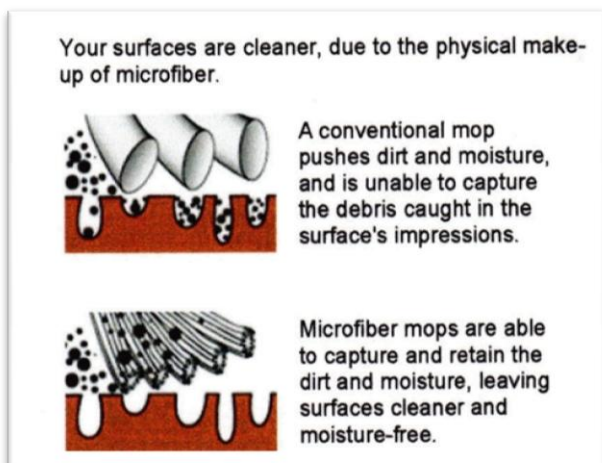


#### **STEP 4: Our Green Equipment Vacuum Cleaners/ Carpet Extractors / Flat Mops**

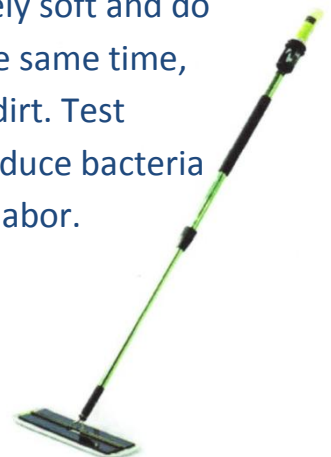
All vacuum cleaners used in our green cleaning program are HEPA-rated. They meet the Carpet and Rug Institute's requirement of capturing 99% percent of dust mites, pollen, bacteria and other particulates measuring 1 micron and larger. The vacuum cleaner also operates with a sound level less than 70 dba. Vacuums with filtration systems contain the dust rather than allowing it to spew out into the air again like conventional cloth bags. Our vacuum bags are emptied when half full for efficient operating.



Our carpet extractor's heat the cleaning solution to at least 200 degrees Fahrenheit to reduce drying time and to improve the cleaning effectiveness of the solution. The extractor is effective at removing water from the carpet so that the carpet fully dries in less than 24 hours.







Microfiber flat mops are used to capture and remove soil rather than moving it around with conventional mops. Microfiber products are lint free, extremely soft and do not scratch surfaces, but at the same time, they are sturdy and tough on dirt. Test results show microfiber can reduce bacteria levels by 96% yet require less labor.



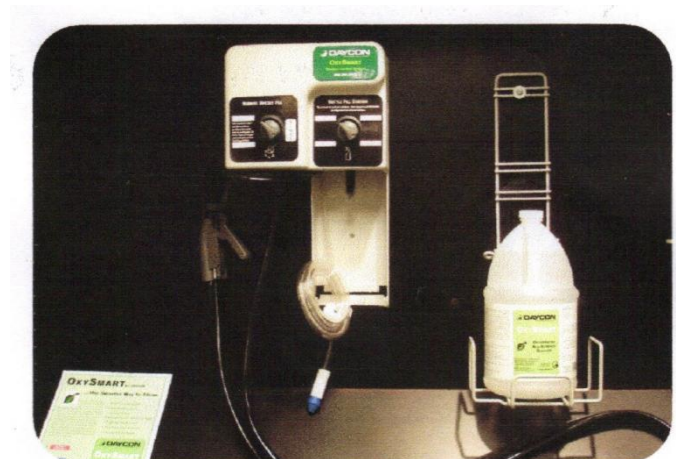
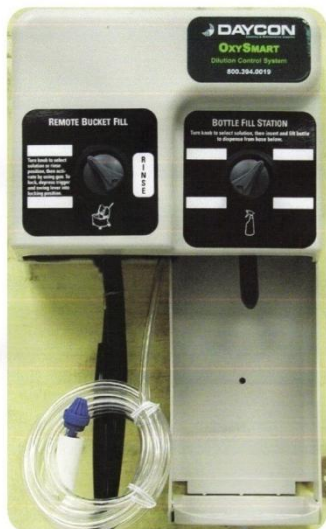
### **STEP 5: Our Green Cleaning Procedures**

Microfiber cloths are used in our green cleaning program. Cleaning with microfiber products is environmentally friendly because chemical use can be minimized. Microfibers capture and remove soils more efficiently than traditional mopping and dusting materials. To minimize the particles in the air we avoid using dusters that make dust air borne like feather dusters. Instead we use microfiber cloths which trap the dust in the cloth. To avoid the risk of cross contamination we use color-coded microfiber cloths. Each cloth is designed for very specific tasks.

**Color-Coded Microfiber Cleaning Cloths**

Green	General dusting	
Blue	Glass, mirrors and polished surfaces	
Red	Restrooms – toilets and urinals	
Yellow	Restrooms – countertops, sinks, dispensers, partitions and walls	

We also use a portion control system so chemicals are mixed correctly each time. By using a chemical dispensing unit cleaners are not pouring products from one container into another reducing the chance of spills. We also get more consistent cleaning results as chemicals are always properly mixed.





## STEP 6: Our Recycle Program

Carefree Maintenance assists in recycle programs by collecting recycle bins as needed and emptying the recycle into the recycle dumpster outside the building. Below are the Single Stream Specifications



### SINGLE STREAM SPECIFICATIONS

**Commingled Recyclables**, consisting of recyclable glass, aluminum, cans, plastics and papers, generally collected from residential recycling, as follows:

Materials Accepted:

Aluminum food and beverage containers  
Glass food and beverage containers – brown, clear, or green  
Ferrous (Iron) cans  
PET plastic containers with the symbol #1 – with screw tops only, without caps  
HDPE natural plastic containers with the symbol #2 – narrow neck containers only (milk and water bottles)  
HDPE pigmented plastic containers with the symbol #2 – narrow neck containers only, without caps (detergent, shampoo bottles, etc.)  
Plastics with symbols #3, #4, #5, #6, #7-narrow and screw top containers  
Newsprint  
Old corrugated cardboard  
Magazines  
Catalogs  
Cereal boxes  
Telephone books  
Printer paper  
Copier paper  
Mail  
All other office paper without wax liners

Materials Not Accepted, include but are not limited to ("Unacceptable Materials"):

Microwave trays  
Mirrors  
Window or auto glass  
Light Bulbs  
Ceramics  
Porcelain  
Plastics unnumbered  
Plastic bags  
Coat hangers  
Glass cookware/bakeware  
Household items such as cooking pots, toasters, etc.

All glass containers must be empty and free of metal caps and rings and contain less than 5% food debris.  
All tin cans, bi-metal cans, and aluminum cans must be empty and contain less than 5% food debris.  
All aerosol cans must be empty with less than 5% content  
All plastic containers must be empty, caps removed; less than 5% food debris.  
All Fiber must be dry and free of food debris and other contaminating material.  
Tissues, paper towels or other paper that has been in contact with food is not acceptable.

Recyclables may contain up to 5% Unacceptable Materials, provided however, Recyclables may not:

1. Materially impair the strength or the durability of the COMPANY's structures or equipment; or
2. Create flammable or explosive conditions in COMPANY's facilities;
3. Contain dry cell batteries or lead acid batteries;
4. Contain chemical or other properties which are deleterious or capable of causing material damage to any part of COMPANY's property, its personnel or the public; or
5. Contain Excluded Materials defined as any waste tires, radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized or listed under applicable federal, state, or local laws or regulations, or other waste not approved in writing by COMPANY.

### **STEP 7: Our Green Client Communication Plan and Training**

Carefree Maintenance provides each tenant with a communication log and this provides a way for cleaning personnel, building management and tenants to communicate with each other and work together as we are all part of the process. The communication log is kept at the receptionist desk so that all have easy access to the log and can check it daily. Proper notification of spills, minimizing eating at work stations and reducing clutter will help to ensure a healthy facility.

Carefree Maintenance will work to involve, train and educate cleaners and all building occupants so that they understand why the switch is being made to green cleaning products and processes and what differences they can expect to see with a green cleaning program. Otherwise there may be complaints concerning the cleanliness of the facility. For example, conventional cleaning chemicals have a fragrance that people come to expect, particularly in bathrooms. However, some green cleaning chemicals do not have similar fragrances. Unless cleaners and building occupants understand the changes they may assume that if they do not smell the fragrances that they are accustomed to, the restrooms are not clean. Training of our green cleaning program will be on-going and we will re-evaluate our program to ensure that we are cleaning to protect health without harming the environment.

