

**BERKELEY PUBLIC LIBRARY
POLICIES**

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SUBJECT: Green Cleaning Policy

**Berkeley Public Library
GREEN CLEANING POLICY**

The Berkeley Public Library (BPL) is committed to providing a healthy and safe environment to the community, all building occupants, and building maintenance and custodial personnel at all of its facilities. As part of the City of Berkeley, the Library embraces its obligation pursuant to Berkeley Municipal Code Chapter 12.29 "... to promote the health, safety, and general welfare for the community by minimizing health risks, improving air quality, protecting the quality of ground and surface water, minimizing consumption of resources, and minimizing the City's contribution to global climate change by implementing in a phased manner, as provided in this chapter, the City's use of a precautionary principle approach in its decisions."

It is the intent of this policy to outline specific cleaning practices to be employed at all BPL facilities that will ensure and maintain good indoor air quality, protect the health and comfort of all building occupants, maintain clean buildings, and provide a safe working environment for maintenance staff and custodial personnel.

1. **Cleaning Products:** Cleaning products must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.3 as well as with the following standards:
 - 1.1. As adopted by City Council Resolution No. 62,693-N.S. the *Environmentally Preferable Purchasing Policy* all cleaning or disinfecting products shall at a minimum meet Green Seal Standards for environmental preferability and performance and shall use products with the lowest amount of volatile organic compounds (VOCs).
 - 1.2. In the event of the non-availability of Green Seal products, cleaning products must comply with the California Code of Regulation for maximum allowable VOC levels. BPL will work with the custodial provider to determine the more environmentally preferable product in lieu of a conventional version of the cleaning agent.
 - 1.3. All cleaning products to the fullest extent practicable shall not contain, emit, or create the following:
 - Carcinogens and reproductive toxins
 - Persistent bioaccumulative toxicants
 - Compounds toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers
 - Substances that contribute to photochemical smog, tropospheric ozone production, or poor indoor air quality
 - 1.4. All cleaning products must be approved by the BPL and the Library Building Maintenance Supervisor must have in his/her possession an accompanying "Material Safety Data Sheet" detailing a product's chemical composition prior to any use of such product on Library premises.

2. **Cleaning Supplies:** Cleaning supplies must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.3 as well as with the following standards:
 - 2.1. Handsoaps in all restrooms may not contain antimicrobial agents, except where required by health codes and other regulations.
 - 2.2. Dispensed hand sanitizer in staff and public areas is waterless alcohol-based.
 - 2.3. Paper dispensers must be Library standard.
 - 2.4. Paper products and janitorial paper products are to be unbleached or are processed without chorine or chlorine derivatives, whenever possible.
 - 2.5. Paper towels and tissues must be 100% post consumer content.
 - 2.6. Toilet paper must be 100% post consumer content.
 - 2.7. Microfiber products must be used for dust mops, wet mops, high dusters, and hand dust cloths to eliminate the use of disposable and chemically treated cleaning tools.
 - 2.8. U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Trash Can Liners.
 - 2.9. Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

3. **Cleaning Equipment:** Cleaning equipment must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.4 as well as with the following standards:
 - 3.1. All powered maintenance equipment including floor buffers, burnishers, and automatic scrubbers must be equipped with vacuums, guards and/or other devices for capturing fine particulates.
 - 3.2. All hot water extraction equipment for deep cleaning carpet must be capable of removing sufficient moisture such that carpets will dry in less than 24 hours.
 - 3.3. All floor equipment must have rubber bumpers in order to reduce damage to building surfaces.
 - 3.4. Equipment is ergonomically designed and takes into consideration factors such as weight, dimensions, and adjustability for sizing.
 - 3.5. The service vendor shall maintain a daily log for each BPL location providing date, personnel name, times, and activity items of note including use of equipment.

4. **Handling and Storage of Cleaning Materials:** Maintenance staff and custodial personnel must abide with the following safety procedures:
 - 4.1. Only cleaning products and supplies approved by the BPL may be brought onto and used at Library facilities.
 - 4.2. Mop heads, dusting cloths, and sponges will be changed on a regular basis that shall not be less than once per week or whenever visible dirt or odors are present.
 - 4.3. Storage areas that contain cleaning products will be secured at all times.
 - 4.4. Containers will be securely closed when not in use and clearly labeled displaying chemical content.
 - 4.5. Custodial storage areas and closets will be kept clean and free of standing water.

- 4.6. Quarterly facility inspections will be conducted by the City of Berkeley to verify compliance with the City's health and safety program to identify, evaluate, and prevent occupational hazards or unsafe acts before they occur and result in illness or injury.
 - 4.7. In the event of a hazardous material emergency, including chemical spills, staff and servicing personnel are instructed by to immediately contact the Public Safety Dispatch desk at 981-5900 and to implement procedures as detailed in the Library's Employee Emergency Action Plan manual – response procedures are posted on staff bulletin boards and included in procedures manuals located at service desks.
5. **Hand Hygiene:** The BPL encourages and promotes healthy hand hygiene practices.
- 5.1. Hand sanitizer dispensers with alcohol-based waterless sanitizer are placed in staff and public areas and are designated with prominently placed wall signage.
 - 5.2. Handsoap should meet the criteria set forth in Section 2.1.
6. **Custodial Training:** The BPL requires that its custodial service vendor provide initial and ongoing training for their employees as to standard operating procedures and practices that protects the health and well-being of all facility occupants and includes the following areas:
- Safe handling, use, storage, and disposal of cleaning materials, dispensing equipment, and packaging
 - Ergonomic training including safe lifting practices and proper equipment handling
 - Proper mixing and dilution of concentrated chemicals
 - Effective recycling, i.e., the proper handling, sorting, and disposal of recycling, compost and trash
 - Hazardous and blood borne pathogens training
 - Harassment training
7. **Maintenance Staff Training:** BPL maintenance staff receive ongoing City of Berkeley hosted training covering areas of:
- Annual Designated Operator Training
 - Electrical Safety
 - Environmental Management
 - Ergonomics
 - Fire Safety
 - Hazardous Materials
 - Industrial Hygiene
 - Safety and Health
 - Treated Wood Waste
 - Universal Waste
 - Sexual Harassment
8. **Performance Metrics:**
- 8.1. Documentation of chemicals: type, volume, and concentration must be maintained in the Library's maintenance facility office.

- 8.2. The custodial service vendor must maintain a daily documentation log of services performed. See Section 3.5.
- 8.3. Maintenance staff will maintain a report record of completed training courses.
- 8.4. Quarterly facility inspections will be conducted by the City of Berkeley to verify compliance with the City's health and safety program to identify, evaluate, and prevent occupational hazards or unsafe acts before they occur and result in illness or injury. See Section 4.5

9. **Building Occupant and Custodial Feedback:**

- 9.1. The BPL solicits through an active write-in and electronic public comment program user feedback and response regarding any topic that impacts the experience in using the library.
- 9.2. BPL staff is encouraged to provide their comments and evaluations either directly to Library management, via staff committees such as the safety committee, or for physical plant topics directly via email at the "Library Maintenance" address.


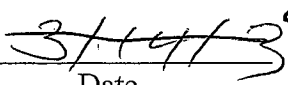
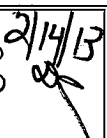
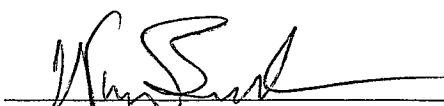

GREEN CLEANING POLICY – GOALS

Goal: Green Cleaning Policy – applicable at all open and upcoming newly constructed branch facilities – would be extended to the Central Library upon the expiration on June 30, 2013 of the existing service agreement and a new service agreement effective July 1, 2013. The BPL contracts out custodial services for all of its five facilities. Currently there are two open branch facilities (North and Claremont), two branch facilities in construction (South and West), and the main Central Library facility. Upon phase-in of the Green Cleaning Policy as contained herein to be applicable to the Central Library the GCP will become a contractual requirement system-wide.

Goal: Hand sanitizer dispensers with alcohol-based waterless sanitizer to be placed in staff and public areas at the North and Claremont branch libraries by December 2013, and the West and South Branch Libraries by June 2014.

Goal: BPL in partnership with its custodial service vendor and the City of Berkeley will continue its efforts to identify and procure green products that exhibit lower environmental impacts than those currently in use at BPL facilities.

Goal: BPL will install green floor mats inside and/or outside – where conditions allow – at all facilities to reduce contaminant load from people entering its facilities, prevent injury due to slippage, and to reduce exposure of building occupants to hazardous contaminants affecting indoor air quality, human health, and building systems and finishes. Interior mats will be of 100% recycled material.

Reviewed by:			
	Director of Library Services	Date	
Approved by:			
	Chair, Board of Library Trustees	Date	