

# Sustainable Products Program

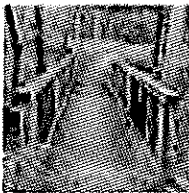


**Perfect Cleaning Service**

5852 N Northwest Hwy  
Chicago, IL 60631

Perfect Cleaning Service has formed an alliance with one of the largest, most resourceful and environmentally focused cleaning product manufacturers in the world, Spartan Chemical.

Some of their Sustainability Initiatives include:



#### **Bridging the Gap Between Chemistry & Sustainability**

Spartan is focused on continuing our leadership role within the sustainability movement. While we continue to make advancements in sustainable products, we are making adjustments in our operations to reduce our carbon footprint as well. At Spartan, we are active sustainability participants, not just a product manufacturer. Below are some of the steps we are taking to decrease our environmental impact and enhance our corporate responsibility.

#### **Energy Use & Greenhouse Gas (GHG) Emissions**

- >25% reduction in energy usage
- >20% reduction in annual Greenhouse Gas (GHG) Emissions:
  - = GHG emissions of 144 passenger cars
  - = CO2 emissions of 1753 barrels of oil
  - = annual energy usage of 91.5 homes
- 18-21% reduction in the GHG Emissions embedded in each gallon of product
- 54% reduction in vending machine energy usage

#### **Waste Disposal**

- Over 65% of our waste is recycled, rather than landfilled
- Over 250 tons of materials recycled annually
- Recycling Program for production, office and employee waste

#### **Resource & Material Usage**

- On-site ponds supply automated irrigation management
- 75% of Spartan's property remains naturally vegetated
- 71 acres agriculturally farmed
- Landscape debris is composted
- Facility-wide Green Cleaning Program w/ Green Solutions and BioRenewables
- All literature contains 10-30% recycled paper
- >50% of literature is sent in electronic form only

#### **Sustainable Packaging**

- Save 60 tons of virgin plastic resin annually through use of a lower weight plastic container
- 100% recyclable corrugated containers
- 2/3 corrugated containers made from sustainable sources
- Recycled office paper creates white cartons – NOT bleach
- Estimated environmental savings based on one year for corrugated cardboard production:

Trees conserved – 14,185

GHG conserved – 1087 metric tons

Energy conserved – 7444 million BTUs

Water conserved – 5,840,800 gallons

Wastewater creation avoided – 7,429,929 gallons

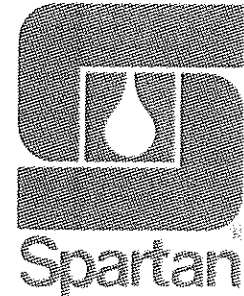
Landfill space saved – 2754 cubic yards

#### Spartan Sustainable Products

In the five categories of our Spartan Sustainable Products, we offer many Environmentally Preferable options that enable you to clean for health.

Contrary to the myths of the past, these products work just as well as traditional cleaning products. Using sustainable products is not more expensive than a traditional cleaning program either, that is just another misconception.

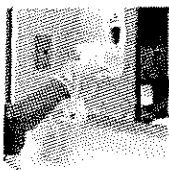
Keeping facilities clean without negatively affecting the health of its occupants and custodial staff is the primary goal of a "green" or sustainable program.



**Spartan Sustainable Products**

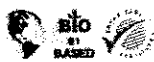


## Sustainable Products for a Sustainable Future



### TriBase™ Tough Clean Spray

This versatile and easy to use product contains 81% bio-based material. It removes tough soils such as grease, smoke, oils, tape residue, food stains, dust and dirt from window glass and sills, mirrors, countertops, chrome, fluorescent lights and tubing, and any other glass or mirror finish.



383504 383505 383515 383530 383555 383560

### TriBase™ Multi Purpose Cleaner

A 72% bio-based product, formulated with corn, coconut and palm kernel surfactants. TriBase cleans a multitude of soils with no VOCs. It is biodegradable and works on glass, mirrors, floors, walls, restroom and kitchen surfaces and tile, almost any surface not harmed by water.



383004 383005 383015 383030 383055 383060

### TriBase™ Glass Cleaner RTU

A convenient, ready-to-use version of the BioRenewable Glass Cleaner. Ideal for work environments where dispensers are not readily available or an RTU product is desired.



323903



### TriBase™ Restroom Cleaner

A citric acid-based, toilet, urinal and shower room cleaner/deodorizer that contains 83% bio-based material. It removes soap scum, water spots, light rust and is safe to use in urinals, shower rooms and other similar hard, non-porous restroom surfaces.



353003



### TriBase™ Industrial Degreaser

Formulated with soybean oil technology and boosted with d-Limonene. It contains 53% bio-based material. Removes grease, dirt, cosmoline, tar, many inks, most adhesives, and industrial oils. Safe to use on ferrous and non-ferrous metal, concrete, and ceramic.



231005 231055

### TriBase™ Waterless and Waterless Plus Hand Cleaners

These hand cleaners are made with a soybean-solvent base to remove heavy-duty soils safely and easily. Produced with 80% bio-based material, they also contain a unique blend of surfactants to emulsify soils. Waterless Plus has pumice to lift away ground-in grime.



296004

297404

### TriBase™ Remover S&O

A ready-to-use product of soybean and corn esters. A safer solvent alternative to petroleum based solvents, such as toluene. Removes graffiti as well as scuff marks, wax residue and adhesive. Safe to use on glazed tile, stainless steel, fiberglass, metal, marble, chrome, aluminum, glass, Formica®, Lexan®, and porcelain.



307104 317103

### TriBase™ Sunflower Fresh & Citrus Fresh

These hand, hair and body washes are formulated with 85% bio-based ingredients. The products are for use with Spartan's Lite'n Foamy bulk-fill dispensers. Automatic and counter mount dispensers are also available.



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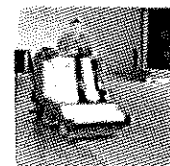
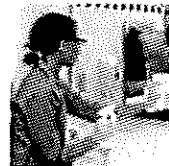


**DID YOU KNOW?** The Spartan bio-based seal guarantees the percentage of bio-based content in each product. All of Spartan's BioRenewables products are tested by an outside, USDA approved laboratory to certify the percentage of bio-based raw materials found in the product.

Using these products promotes North American agriculture and reduces our dependence on foreign oil.

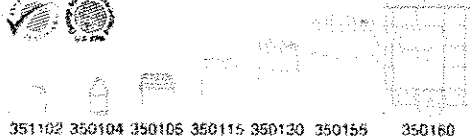


## Clean for Health - Clean for Environment



### Green Solutions® All Purpose Cleaner

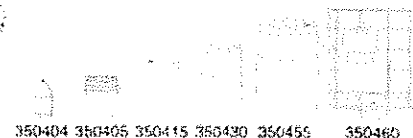
Quickly penetrates, and emulsifies soils. Removes light to medium soils. No fragrance, dye or VOCs. Versatile - use on any surface not harmed by water. Spray, wipe, or mop.



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### Green Solutions® Floor Seal & Finish

Superior leveling for faster recoat and fewer errors. Exceptional clarity, depth of gloss, and superior durability without yellowing. No heavy metals, no unpleasant odors. Save time with this easy-to-maintain finish.



350404 350405 350415 350430 350455 350460

### Green Solutions® Carpet Cleaner

Penetrates quickly for fast and easy soil removal. Use in all types of extraction equipment. Dries to a crystal for easy vacuum removal. Non-residual formula prevents resoiling. No fragrance, dye, VOCs, or solvents. Safe to use on stain-resistant, untreated, and wool carpets.



351402 350904 350905 350915 350930 350955 350960

### Green Solutions® Glass Cleaner

Penetrates soil for fast and easy removal. Dries quickly without streaking. No fragrance, no dye, no VOCs, no ammonia. Ideal for use on glass, windows, mirrors, countertops, chrome trim, display cases, fluorescent lights, and salad bar/deli/fast food sneeze guards.



351202 350704 350705 350715 350730 350755 350760

### Green Solutions® Floor Finish Remover

Use 24 hours a day - anytime and anywhere. Low VOCs and low odor - ideal for confined areas and where strong odors are a problem. Easily removes Green Solutions Floor Seal & Finish and other cross-linked finishes.



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### Green Solutions® Industrial Cleaner

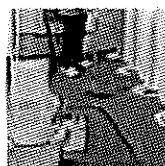
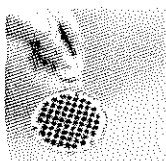
Quickly penetrates and removes petroleum-based soils. No fragrance, dye or VOCs. Works effectively to clean up motor oil, hydraulic fluid, stamping oils, and lubricant. Ideal for use in manufacturing plants, printing houses, auto repair shops, dumpsters, loading docks, and mass transit systems.



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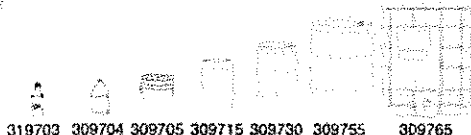


## Organic Cleaning at Its Best



### Consume®

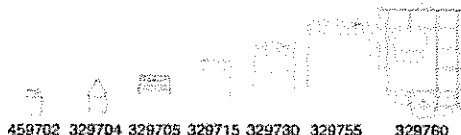
Multi-functional at its best! Consume is a cleaner, odor eliminator, stain remover, and drain maintainer. It naturally removes difficult organic soils from many surfaces including tile, concrete, steel, and carpet. Regular use of Consume eliminates organic build-up in drains, keeping them clear and odor-free. Cleans and eliminates odors on floors, in dumpsters, recycling containers, and portable toilets. Ideal for cleaning and odor control in many areas, such as carpets, drains, dumpsters, and more!



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### Consume Eco-Lyzer®

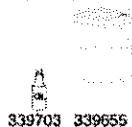
All in one, Eco-Lyzer is a neutral disinfectant cleaner with residual odor control. EPA Reg. No. 5741-24. Patented cleaning technology (US Patent #6,165,965 & #6,180,585) that reduces janitorial labor by cleaning, disinfecting, and digesting residual organic soils with one product. Multi-surface safe with a neutral pH. Eco-Lyzer is safe to use on most floors, including concrete, ceramic, terrazzo, marble, slate, rubber, VCT, and painted surfaces. Use in bathrooms, stadiums, zoos, kennels, dumpsters, trash bins, loading docks, and portable toilets.



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### Consume Bio-Bowl®

A natural acid toilet, urinal, and shower room cleaner with organic digesters and bio-based cleaning agents to effectively remove hard water, urine deposits, and related odors. The unique blend of digesters and bio-based acid controls foul odors, digesting urine build-up in pipes to keep them free flowing and odor free. Consume Bio-Bowl is a ready-to-use product, so there is no mixing necessary. Bio-Bowl can be used in urinals, toilets, and drains.



339703 339655

### Consume® FWD

Consume FWD is a farm waste digester that effectively controls foul odors at their source, reduces sludge build-up, and breaks down manure in lagoons. FWD is ideal for use in poultry, swine, dairy, and equine farms. The unique digesters efficiently control odor-causing materials such as ammonia, hydrogen sulfide, and volatile fatty acids. Consume FWD provides digesting activity even in cold weather, maintaining the waste system year-round. Use of Consume FWD speeds up the composting process, making fertilizer more readily available.

5-gallon pails  
with scoop  
310605

By using 100% post consumer recycled paper,  
the printing of this brochure has saved:

- 11 trees preserved for the future
- 31 lbs waterborne waste not created
- 4,567 gallons waste water flow saved
- 505 lbs solid waste not generated
- 995 lbs net greenhouse gasses prevented
- 7,616,000 BTUs energy not consumed

primary values were derived from information publicly available at:  
[www.epa.gov/cleanrgy/egrid/index.htm](http://www.epa.gov/cleanrgy/egrid/index.htm) and  
[www.environmentaldefense.org/documents/1687\\_figures.pdf](http://www.environmentaldefense.org/documents/1687_figures.pdf)

### KEY



Product available worldwide.



This product is Green Seal™ Certified.



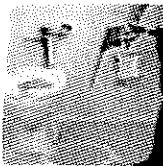
Formulated in partnership with the  
Environmental Protection Agency's Design for  
the Environment program.



WOOLSAFE approved maintenance product for  
wool and wool-rich carpets.



## Organic Cleaning at Its Best



### Consume® LIQ

Liquid wastewater treatment naturally digests organic soils (sugars, carbohydrates, proteins, and fats) in drains, grease interceptors, septic tanks, lift stations, and wastewater systems. It maximizes efficiency of grease interceptors and septic tanks to minimize operating costs. Routine application of Consume LIQ reduces BODs (Biochemical Oxygen Demand), FOGs (Fats, Oils, Greases), and TSSs (Total Suspended Solids). Additionally, it can reduce the volume of sludge and costs associated with disposal.



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### Consume® POW

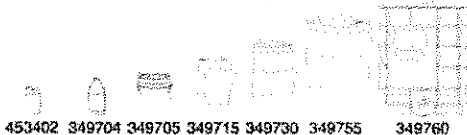
A powdered wastewater treatment that naturally cleans by assisting in the removal of organic soils in grease interceptors, septic tanks, drain fields, lift stations, and wastewater systems. Consume POW digesters speed up the natural digestion process of organic soils and difficult compounds including phenols and cellulose, saving time. Routine application of Consume POW reduces BODs, FOGs, and TSSs. It speeds recovery from system washouts and slugs. POW improves system stability, lowering maintenance needs, saving time and money.

5-gallon pails  
with scoop  
310405

Fifty, 1/2 lb  
packets  
310505

### Consume Micro-Muscle®

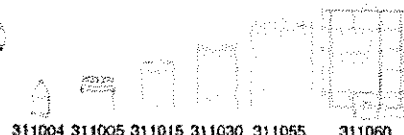
An industrial strength degreaser with odor control, Micro-Muscle quickly penetrates and digests petroleum-based soils such as motor oil, hydraulic fluid, stamping oils, and lubricants. It has residual organic digesters for ongoing odor control. Micro-Muscle helps degrade petroleum soils found in waste treatment systems flowing downstream. Use in manufacturing, print shops, repair shops, dumpsters, loading docks, and mass transit systems.



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### Contempo CX3 Bio-Assist®

A heavy-duty soil extraction carpet cleaner with Consume's digestive power, CX3 has organic digesters stay behind for residual odor control and waste removal. It is low foaming non-corrosive, phosphate free, biodegradable and non-flammable. Ideal for nursing homes, day cares, schools, restaurants, casinos, food handling areas, pet facilities or anywhere carpet odor problems may be a nuisance.



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### Consume® MP

MP is a Mosquito Control Product and is an EPA Registered Pesticide (62637-3-5741). It kills mosquito larvae before they mature by interfering with their digestive systems. Easy to use - just toss into standing water - no mixing or spraying. MP will not harm livestock, birds, or other wildlife. Ideal for irrigation and retention ponds, ditches, pastures, ponds and lakes, and golf course ponds.

2-gallon pails  
containing ten  
1-lb. (454 g)  
packets  
321000



### Consume Drop-in-a-Drain®

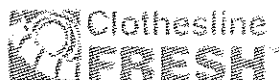
A convenient, single dose natural drain treatment. Drop-in-a-Drain naturally digests drain line build-up and blockage. Its unique single dose comes in water soluble dosing packets. Drop-in-a-Drain is easy to use and great showers, sinks, septic systems, floor drains, beer and soda tap drains.



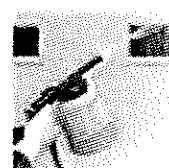
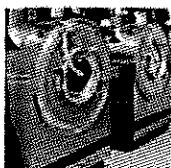
336 packets in  
2 pails  
320500



**DID YOU KNOW?** Nature utilizes the fundamental process of biological decomposition to convert organic waste material back into essential nutrients and other chemical elements. This "Nature's Way" of recycling is carried out by billions of naturally occurring microorganisms found in our environment. Spartan formulated the Consume Nature's Way products to harness the ability of the microorganisms to use organic waste as their energy (food) source.



## An Environmental Approach to Laundry



### Environmental Initiative

Spartan sought to identify ingredients that fit environmentally preferable profiles established for green cleaning applications. We utilized them in our laundry care products, without compromising product performance.

### Sustainable Characteristics of Clothesline Fresh

- All surfactants are on DfE's (Design for the Environment) CleanGredients® list.
- Readily biodegradable.
- Bio-based surfactants are used whenever possible and when petroleum-derived surfactants are used; they are readily biodegradable as well.
- Bio-based surfactants are derived from soy, corn, and coconut oil.
- Formulated with the EPA's Presidential Green Chemistry Challenge award winning chelants.
- Polymeric chelant and anti-encrustation aide entirely derived from chicory root.
- Natural bio-based acids as neutralization aides (citric acid).

### Clothesline Fresh Products Contain

- No or low VOCs
- No Phosphates
- No Silicates
- No Harsh Solvents
- No Alkylphenol Ethoxylates
- No Nitrilotriacetic Acid (NTA)
- No Toxic/Persistent Components or By-products
- No Ozone Depleting Chemicals

### Why use the DfE® Award Winning Surfactants?

The DfE criteria were followed to give end-users a choice to use modern technology that supports green and sustainability efforts.

### High Efficiency Formulations

Clothesline Fresh products are high efficiency formulations and are ideal for use in conjunction with other smart environmental choices you make including:

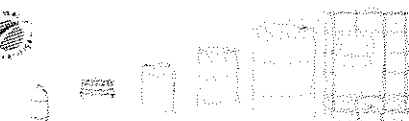
- Use high efficiency equipment
- Automatic dispensing
- Cool and cold-water temperatures
- Decreased wash cycle time
- Increase use of ozone injection systems



## All-Purpose, Hydrogen Peroxide Based Cleaner

- Clean by Peroxy has powerful oxidizing capabilities that react with organic soils, creating effervescent bubbles to quickly lift away grease and grime.
- Made with hydrogen peroxide which breaks down into oxygen and water.
- Save labor, confusion and inventory space by replacing numerous products with just one.... Clean by Peroxy can be used at 1:128 for glass cleaning and 1:10 for heavy duty cleaning.

- Non-viscous, biodegradable, phosphate free and easily waste treatable.
- Versatile. Clean by Peroxy can be used on grout, glass, heavy-duty cleaning and degreasing, mopping of floors and carpet extraction.



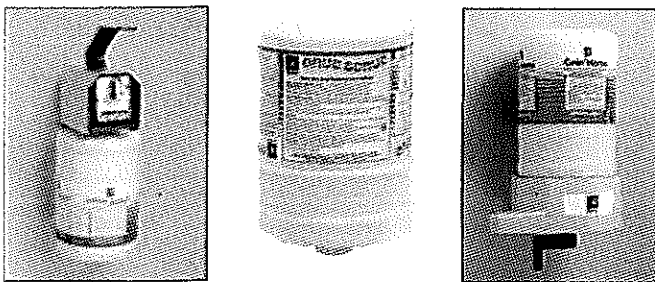
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## Hand Care Program



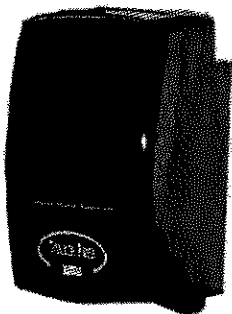
Foaming Pearlux is a high end, designer type hand, hair and body wash formulated for luxurious foam delivery through Spartan's Lite'n Foamy Dispensers. Foaming Pearlux is milky white in color, has low viscosity and has a distinctive, extremely pleasing fragrance. Foaming Pearlux does not contain any ingredients that contribute to skin dry out or defatting. Use of Foaming Pearlux will not contribute to flaking and itching. Instead, rich emollients are added to leave skin feeling softer, smoother and silky.



Grub Scrub is a heavy duty, pumpable Hand Cleaner formulated with d-limonene, pumice

and moisturizers that work efficiently to penetrate and remove the toughest dirt, grease and grime from hard working hands. It goes where you go and works where you work to get your hands clean in the washroom or at the workbench. Hands feel soft, clean and fresh. No lingering fragrance or residue to offend senses. A unique emulsifying and surfactant system that works synergistically and d-limonene for quick efficient removal of grease

## Hand Sanitizer



### **Touch Free Alcohol Gel Hand Sanitizer - 2x1250 ml/case, # I1750615**

*A no-rinse, moisturizing gel for sanitizing hands between regular washings to reduce the risk of cross infection. Kills germs without water.*

**Reduces the following organisms by 99.99%**

Staphylococcus Aureus

Escherichia Coli

Pseudomonas Aeruginosa

## Solaris Paper Products



Solaris Paper is a member of the U.S. Green Building Council (USGBC) and supports environmentally responsible building development and management. Their forward-thinking innovations in the Away-from-Home sector are leading the way in environmental sustainability. Nvi® electronic dispensers, coupled with LoCor® tissue and towels that help reduce your building's environmental impact by:

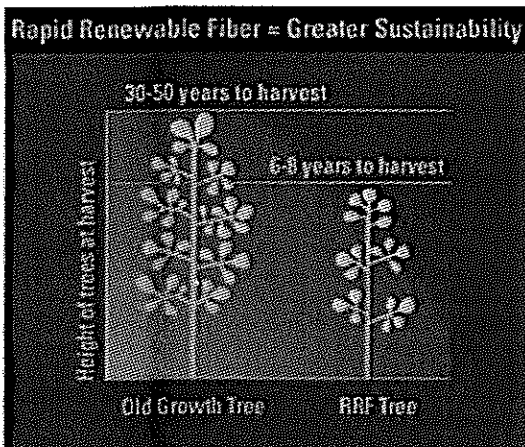
- Greater sustainability through innovative metered dispensing that effectively reduce consumption.
- LoCor® larger-size rolls that reduce packaging waste
- Rapidly Renewable Virgin Fiber for higher quality tissue so people use less, and you can earn LEED credits.

### Earning LEED Credits from products made from Rapidly Renewable Fiber

Using Nvi® and Livi® products, all of which are recognized as "environmentally preferable" by the USGBC in their LEED credit point system, helps meet LEED-EB credit point requirements as part of your on-going purchasing of consumable materials for buildings. Products made from Rapidly Renewable Fiber sources (defined by the USDA as maturing in less than ten years) achieve the same point level as recycled products. And Rapidly Renewable Virgin Fiber provides the superior softness that people prefer.

### Rapidly Renewable Fiber from Sustainably Managed Plantations

All of our Away-from-Home tissue and towel products are sourced from suppliers who focus on Rapidly Renewable Fiber, with trees harvested in just six to eight years. Sustainably managed plantations along the equatorial band offer a better, more environmentally sound alternative to fiber sourced from old growth forests or precious tropical rain forests. The suppliers we source from have adopted High Conservation Value Forest principles, the most widely recognized international standard assuring materials come from plantations, not from natural forests. In short, Rapidly Renewable Fiber means more tissue from more trees on less land over less time – and that's true sustainability.



Perfect Cleaning Service  
Sustainable Products Program

SOLARIS  
PAPER



Dispenser Program



Hands Free Bath Tissue  
Dispensers

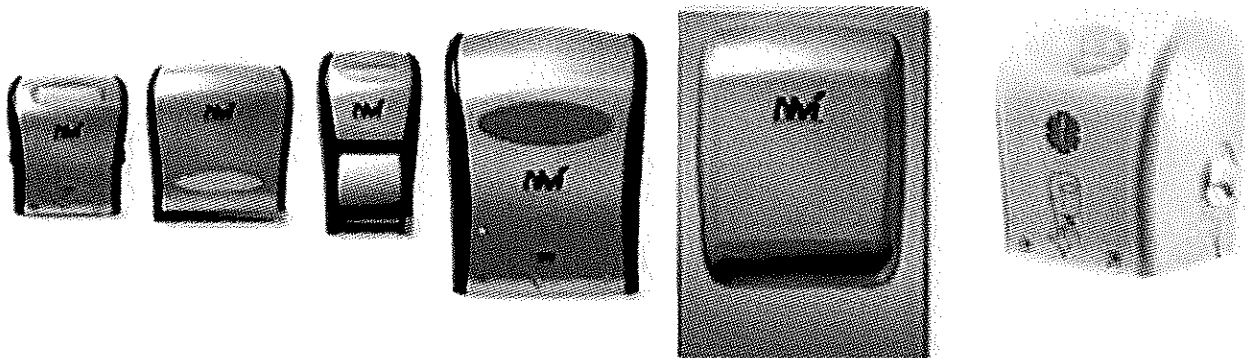


November 2, 2012



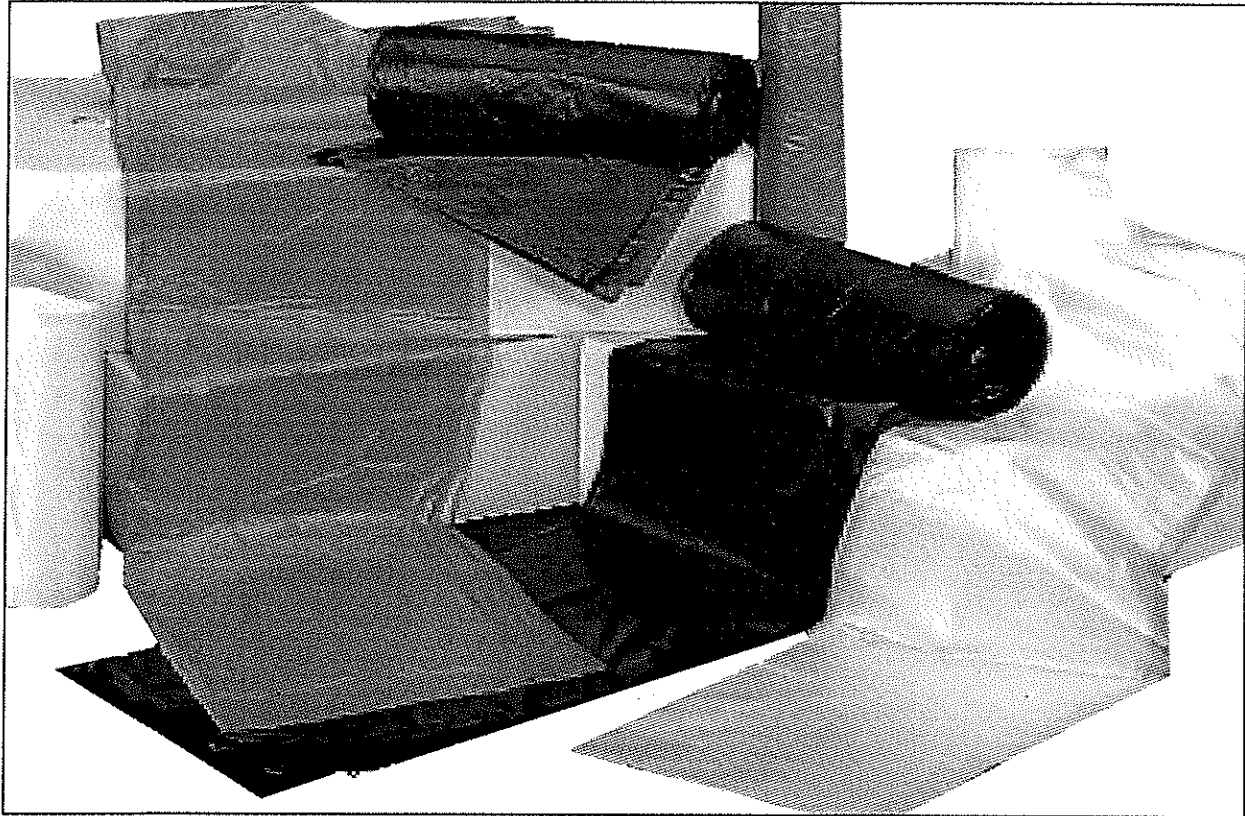
ISSA Featured Product of the Month

Oasis Brands Inc.'s patented electronic Nvi® towel dispenser automatically dispenses roll towels at the wave of a hand. The recessed dispenser comes in a sleek, stainless steel design that looks good and takes up less room. Its touch-free design reduces cross-contamination and improves hygiene.



NVI® DISPENSERS

## Can Liners



### Our Can Liners Meet LEED Requirements

The High Density bags liners that we (UBM) uses are all under .7 mil (18 micron) and meet the source reduction guidelines set up by the EPA which LEED follows.

The 1.3-1.5 mil linear low liners also meet LEED Guidelines based upon the recycled content of at least 30%.

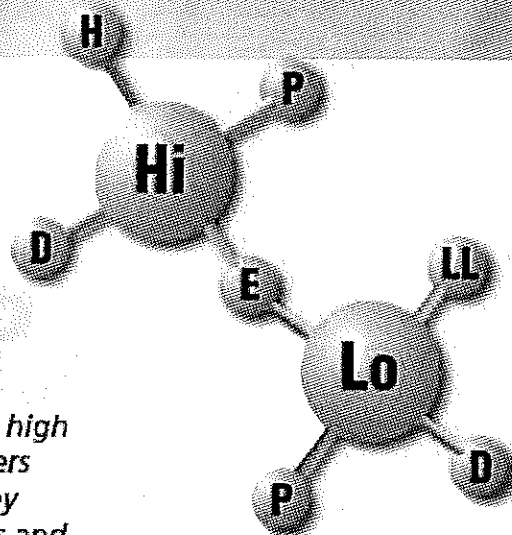
## Can Liners

# Hi/Lo Blended Technology...

### GO GREEN!

*Our Hi/Lo series of liners help meet source reduction guidelines by conserving resources and reducing municipal solid waste.*

*Made from a blend of virgin linear low and high density polyethylene, these ultra-strong liners are made to replace "repro" style bags. They provide greater consistency than repro bags and unmatched puncture resistance. If you're using heavy gauge repro liners, consider Colonial's competitively priced Hi/Lo replacements.*



### HI/LO BLEND

Item No.	Size	Color	Case Pack	Rating	Gallon Capacity	Max. Load	Cases/Pallet	Cube	Minimum Order
HL39XH	33 x 39	Black	100/cs	1.5 Mil	33	100	117	.38	9
HL46XH	40 x 46	Black	100/cs	1.5 Mil	40-45	100	117	.38	9
HL47XH	43 x 47	Black	100/cs	1.5 Mil	56 Glutton*	100	117	.38	9
HL50XH	46 x 50	Black	100/cs	1.5 Mil	50 Big Wheel*	100	90	.54	9
HL58XH	38 x 58	Black	100/cs	1.5 Mil	60	100	90	.54	9
HL39XXH	33 x 39	Black	100/cs	2 Mil+	33	150	117	.38	9
HL46XXH	40 x 46	Black	100/cs	2 Mil+	40-45	150	90	.54	9
HL47XXH	43 x 47	Black	100/cs	2 Mil+	56 Glutton*	150	90	.54	9
HL4255XXH	42 x 55	Black	100/cs	2 Mil+	55 Brute*	150	90	.54	9
HL58XXH	38 x 58	Black	100/cs	2 Mil+	60	150	90	.54	9
HLC58XXH	38 x 58	Clear	100/cs	2 Mil+	60	150	90	.54	9

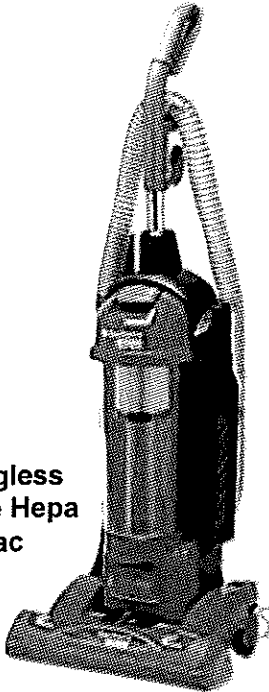


Perfect Cleaning Service uses vacuums that are **CRI Certified Green Label Equipment.**

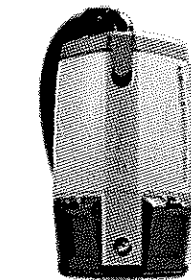
To receive the CRI Green Label Endorsement, Vacs must excel at:

- **Soil Removal** — A vacuum must remove a set amount of soil from a carpet in four passes.
- **Dust Containment** — No more than 100 micrograms of dust particles per cubic meter of air by the vacuum. This protocol evaluates the total amount of dust particles released by the vacuum, and is more stringent than the National Ambient Air Quality Standards.
- **Carpet Appearance Retention** — In one year of normal use, the vacuum should not affect the appearance of the carpet more than a one-step change.

**EUR5845 Bagless  
CyClonic True Hepa  
Upright Vac**



**EUR5713  
Hepa Filtration  
Upright Vac**



**Pro Team  
Super Coach Pro**

## **Power Floor Maintenance Equipment**

### **Product Name BR-2000-DC**

Pad Drive System

Pad speed burnishing 2000 rpm @ full load (15 amps)

Motor volts 120 V

Motor HP 1.5 hp / 1.12 kW

Motor type Direct drive, permanent magnet DC, circuit breaker protected

Pad diameter 20 in / 510 mm

Motor amps 15 A

Pad drive description Flexible disk with centering lock, free floating, accommodates uneven floors

Pad pressure Adjustable 15-45 lb / 7-20 kg

### **Debris Recovery System**

Dust control system Built-in dust collection system with flexible dust skirt

Filter description Cloth filter bag (standard), filters w/ 99.9% efficiency at 0.3 micron

### **Dimensions/Weight/Sound level**

Length 31.5 in / 800 mm

Width 22.5 in / 570 mm

Height 47 in / 1190 mm

Net weight 92 lb / 42 kg

Sound level (operator's ears) 66 dBA

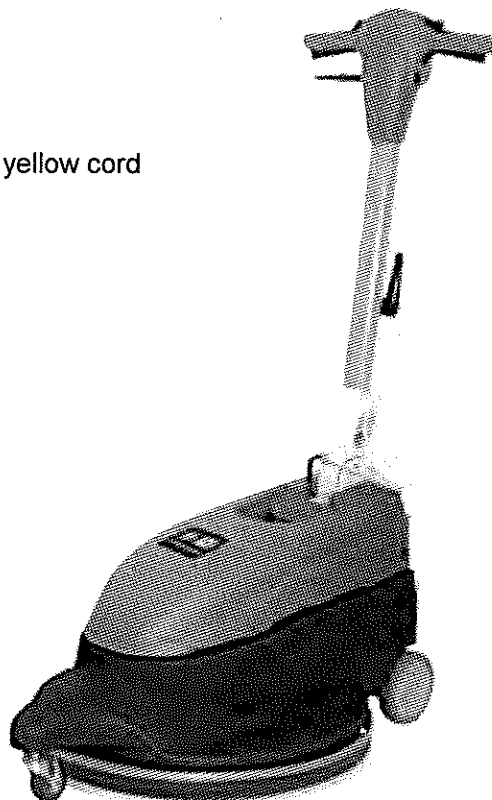
Power Cord

Power cord length 75 ft / 23 m

Power cord type 14 gauge, 3-wire, ST-Safety yellow cord

### **Approvals**

CSA , ETL



## Standard Operating Procedures and Strategies

### ***Effective Cleaning, General:***

Maintain an authorized list of cleaning chemicals for use within the building that complies with the requirements in this document.

Do NOT allow unauthorized products to be brought into the facility without prior review and approval by the building management.

Use floor care products that meet the requirements in this program document whenever possible as long as product performance does not cause increased frequency in stripping and re-coating thereby causing increased waste and pollution.

*Protection of Vulnerable Occupants:* Work with building management to evaluate and identify building occupants who are disproportionately affected by cleaning practices and propose methods to minimize impacts on those groups.

*Chemical concentrates and dilution systems:* Use chemical concentrates and portion-controlled dilution systems whenever possible as an alternative to open dilution systems or non-concentrated products. This can greatly reduce packaging, transportation costs, and chemical consumption.

### ***Safe Handling and Equipment Storage of Cleaning Products:***

Store equipment and products in designated areas with proper venting.

Store any flammable products far away from any potential heat source -- such as a water heater or heating unit.

Store acid-based products (e.g. bowl cleaning, lime remover) in a separate area from alkaline-based products (e.g. floor finish stripper). Use extra caution that any products containing any form of chlorine (e.g. mildew remover) be secured separately from acid-based products. Combining these will create a deadly gas. Contractor shall train employees in the appropriate safety measures to ensure compliance to the requirements in this subsection.

Keep all chemicals below eye level to prevent accidental injury.

Only mix cleaning chemicals in designated janitor closets.



Only dispose of cleaning solutions into drains properly plumbed for liquid waste disposal – never outside.

Wear proper personal protective equipment while mixing, dispensing or disposing of cleaning solutions to include at a minimum: goggles or splash glasses and disposable vinyl, latex or rubber gloves.

Use dilution control dispensing systems whenever available.

Ensure that backflow prevention attachments are used per local plumbing code.

Have an eye wash bottle within reach of any battery charging station.

Control cords from any equipment or chargers so that they are not near, or capable of falling near, a water source within the storage area.

***Entryway Systems:***

Matting should be installed at every building entry.

Keep outside entry walkway free of debris through daily cleaning.

Thoroughly vacuum all entryway matting at least once each day.

Use carpet care chemicals that meet the requirements of Green Seal or Environmental Choice standards.

Monitor the condition of matting systems and report any deficiencies.

## **Hard Floor Maintenance—Standard Operating Procedures**

### ***Routine Cleaning: Dust Mop***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Remove Furniture
- Step 3: Sweep Out Corners and Crevices
- Step 4: Spray Dust Mop
- Step 5: Dust Mop Floor
- Step 6: Pick Up Soil and Debris
- Step 7: Vacuum Dust Mop

### ***Routine Cleaning: Damp Mop***

- Step 1: Perform Complete Dust Mop Procedure
- Step 2: Place "Wet Floor" Signs
- Step 3: Prepare Neutral Cleaner and Gather Supplies
- Step 4: Damp Mop: Flat Mop System
- Step 5: Replace Mats and Furniture, and Remove Wet Floor Signs
- Step 6: Clean and Return Equipment to Storage Area

### ***Routine Cleaning: Auto Scrub***

- Step 1: Perform Complete Dust Mop Procedure
- Step 2: Place "Wet Floor" Signs
- Step 3: Fill Autoscrubber
- Step 4: Autoscrub Floor
- Step 5: Replace Mats and Furniture, and Remove "Wet Floor" Signs
- Step 6: Clean and Return Equipment to Storage Area

### ***Interim Gloss Restoration & Protection***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Wet Clean Floor
- Step 4: High Speed Burnish the Floor
- Step 5: Clean and Return Equipment to Storage Area

### ***Gloss Protection: Spray Buff***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Perform Complete Dust Mop Procedure
- Step 3: Wet Clean Floor
- Step 4: Spray Buff the Floor
- Step 5: Clean and Return Equipment to Storage Area

## Hard Floor Maintenance—Standard Operating Procedures—*Continued*

### ***Gloss Protection: Floor Finish Restorer***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Wet Clean Floor
- Step 4: Restore Floor
- Step 5: Clean and Return Equipment to Storage Area

### ***Interim Floor Care: Top Scrub & Recoat***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3 Option 1: Top Scrub: Autoscrub
- Step 3 Option 2: Top Scrub: Low-Speed Floor Machine
- Step 4: Recoat Floor
- Step 5: Clean and Return Equipment to Storage Area

### ***Complete Strip out, Seal & Finish***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Strip and Rinse
- Step 4: Seal and Finish
- Step 5: Clean and Return Equipment to Storage Area



## **Carpet Maintenance—Standard Operating Procedures**

### ***Vacuuuming***

- Step 1: Gather Supplies
- Step 2: Vacuum Edges
- Step 3: Vacuum Carpet
- Step 4: Clean and Return Equipment to Storage Area

### ***Carpet Extraction***

- Step 1: Perform Complete Vacuum and Spot/ Gum Procedures
- Step 2: Gather Supplies and Apply Personal Protective Equipment
- Step 3: Prepare Sprayers and Fill Extractor
- Step 4: Add Defoamer
- Step 5: Remove Furniture and Place "Wet Floor" Signs
- Step 6: Pretreat Heavy Traffic Areas
- Step 7: Spray Area
- Step 8: Extraction
- Step 9: Clean and Return Equipment to Storage Room
- Step 10: Replace Furniture and Remove "Wet Floor" Signs

### ***Bonnet Cleaning***

- Step 1: Perform Complete Vacuuming and Spot/Gum Procedures
- Step 2: Gather Supplies and Apply Personal Protective Equipment
- Step 3: Prepare Sprayer Pump or Solution Tank
- Step 4: Remove Furniture and Place "Wet Floor" Signs
- Step 5: Spray Area and Bonnet Clean
- Step 6: Clean and Return Equipment to Storage Area
- Step 7: Replace Furniture and Remove "Wet Floor" Signs



## **Perfect Cleaning Service**