

**WESTPORT PUBLIC SCHOOLS**  
**Standard Cleaning Procedures**  
**December 7, 2012**

**GREEN CLEANING PROGRAM**

The district is committed to identifying and employing the best available Green products and processes for cleaning in order to enhance indoor air quality and help protect the environment. Staff and parents will be notified of the program and District procedures on an annual basis.

**Connecticut Public Act 09-81** requires that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district. While Westport Public Schools have already implemented a green cleaning program, certain procedures are now a matter of law. It is the responsibility of every staff member to comply with the law and the following procedures: *Cleaning Procedures for Teachers and Other Non-Facilities Staff* and *Cleaning Procedures for Facilities Staff*.

As stated in Public Act 09-81, **no parent, guardian, teacher or staff member may bring into a school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.** This prohibition is now a matter of law. A copy of Public Act 09-81 is available on the district website at: <http://www.westport.k12.ct.us> – scroll down the left column and click on “Tools for Schools.”

**CLEANING PROCEDURES FOR TEACHERS AND OTHER NON-FACILITIES STAFF**

- 1. Only cleaning products supplied by the WPS Facilities Department** will be used for cleaning by staff, and they will be used uniformly across the district. Products used in WPS will be chosen based on current information that establishes them to be safe and, to the extent possible, Green. Currently, staff may use Stetson PC-120 Peroxide Multi Surface Cleaner in labeled spray bottles provided by our Facilities Department to clean in the classroom, cafeteria, offices and other common use areas. General cleaning, for example, desk tops, should be performed with a blue microfiber rag (see 2. below). These “Green” products are effective; they are also as odorless and colorless as possible for indoor air quality (IAQ) reasons. In certain locations and situations requiring a higher concentration of disinfectant, such as bathrooms, health offices, locker rooms, and certain biology labs, the PC 103 will be used.
  
- 2. Microfiber cloths (rags)** will be supplied to teachers and other staff for cleaning purposes. The blue microfiber rags shall be used for wet cleaning with PC-120 Peroxide Multi Surface Cleaner (e.g., for desk tops, counters). The green-colored microfiber rags shall be used dry (or minimally damp if needed) for cleaning keyboards and white boards. Used microfiber rags must be left out in plain view on teachers’ desks each Friday afternoon so that the custodial staff can pick up and replace them with clean ones. Microfiber rag should not be laundered at home and, in particular, should not be dried in

an automatic dryer. The latter process alters the properties of the microfiber, making the material far less effective in attracting and holding dirt, dust, and microbes.

3. **Cleaning of computers and Smart Boards** is the responsibility of the teaching staff, including keyboards, mouse, etc. Teachers can submit a tech request to pick up and borrow a special static-free vacuum in order to clean the exterior of classroom computers.
4. **Disposable cleaning wipes** provided by the Facilities Department and approved for cleaning in classrooms by the Supervisor of Building Operations and Health Services Supervisor may be used in limited areas where wipes are truly required. Disinfectant wipes provided by the Facilities Department and approved by the Supervisor of Building Operations and Health Services Supervisor may be used in limited areas for disinfecting high risk equipment or areas, such as equipment in health offices, and OT and PT rooms. All approved wipes shall be bleach and fragrance free. Smart San All Purpose Wipes have been approved for general cleaning where wipes are required, and PDI Sanicloth HB Wipes have been approved for higher level disinfectant cleaning where required.
5. **No cleaning products may be brought into school from home by staff, students or parents.** This prohibition includes any consumer product which is intended to clean, deodorize, sanitize or disinfect, such as: Clorox Wipes, 409, Fantastic, Windex, Lysol spray, scented air fresheners in aerosol cans, air freshener plug-ins, Oust, any cleaners with bleach, Tide with bleach, hand soaps, etc. These items bring chemicals and fragrances into the environment that can negatively affect IAQ and the health of sensitive individuals. Furthermore, if a student should ingest or otherwise come into contact with a chemical in one of these products, there would be no Material Safety Data Sheet (MSDS) information to share with poison control.
6. **Teachers, staff and administrators may request cleaning products** for use in their classrooms or offices from the head custodian.

## **CLEANING PROCEDURES FOR FACILITIES STAFF**

1. **Green cleaning solutions/materials:**
  - a. All of the chemicals used are dispensed with the Stetson Product Central and Command Centers. They are as follows:
    - PC-101 Neutral Cleaner (multipurpose for light duty spray and wipe, floors, glass)
    - PC-103 Disinfectant Cleaner (high risk areas only)
    - PC-108 Spray and Wipe Cleaner (heavy duty)
    - PC-120 Peroxide Multi Surface Cleaner
    - PC-121 Enzyme Odor Eliminator
  - b. Microfiber cloths (rags) are used for daily cleaning. Microfiber rags will be supplied to teachers and other staff for cleaning purposes. The *blue*-colored rags are used for *wet* cleaning with Stetson PC-120 Peroxide Multi Surface Cleaner (e.g., for desk tops, classroom counters). The *green*-colored microfiber rags are used *dry* (or minimally damp, if needed) for cleaning keyboards and white boards. Used microfiber rags

must be left out in plain view on teachers' desks each Friday afternoon so that the weekend custodial staff can wash them in the school's washer over the weekend. Microfiber rags should not be laundered at home and, in particular, should not be dried in an automatic dryer. The latter process alters the properties of microfiber, making the material far less effective in attracting and holding dirt, dust, and microbes. Classrooms will be supplied with Stetson PC-120 Peroxide Multi Cleaner in labeled spray bottles.

2. **Restrooms:** All bathrooms are cleaned and disinfected with three (3) Stetson's products from the command center and Product Central Dispensers. These products are: PC-120 which is a peroxide multi-surface cleaner; PC-103, a disinfectant; and PC-121, an enzyme odor eliminator. All sinks, toilets, urinals and partition walls are wiped down daily. Floors are cleaned daily. Two (2) times per week all bathrooms are cleaned with the Kaivac Machine, which is a hands-off pressure washing system using Kablouey Restroom Cleaner. Then all surfaces are wiped down. All trash is emptied daily.
3. **Hallways:** All hallways are swept and mopped daily. In larger areas, an automatic scrubber is used with PC-101 Neutral Cleaner to scrub and clean floors. This is done on a daily basis. During school breaks, areas are scrubbed and re-coated with wax, which is Green Seal certified.
4. **Classrooms/office areas:**
  - a. Classrooms with tile floors are dust-mopped on a daily basis and wet-mopped as needed.
  - b. Carpeted areas are vacuumed daily.
  - c. Spot cleaning of carpets is an ongoing process. It is accomplished at night when no students or staff members are in the building, except when there is an urgent need for cleaning, for example, when a student vomits.
  - d. Trash and recyclable items are removed on a daily basis.
  - e. All hard surfaces, i.e., desk, counter tops, sinks, etc., are wiped down two (2) times per week and dusting is an ongoing process. This can only be done if areas are free of clutter.
  - f. Door glass is cleaned daily.
  - g. Windows and glass throughout the schools are cleaned on an ongoing basis.
  - h. Carpets are shampooed and vacuum extracted during vacations when the schools are shutdown, as needed. Carpets are shampooed and vacuum extracted during summer break.
  - i. See also *Green cleaning solutions/materials*, #1, above.
5. **Health office**
  - a. On a daily basis, the countertops, sinks, faucets, all doorknobs, cots, any hard surfaces, such as cabinet handles, window ledges, push/grab bars, etc. will be cleaned with Stetson PC 103 disinfectant cleaner.
  - b. On a daily basis, floors will be cleaned with Stetson PC 120, the peroxide multi-surface cleaner.
  - c. Trash is emptied daily.

- d. Health Office will be supplied with PC-120 Peroxide Multi Cleaner.
- e. PDI Sanicloth HB Wipes will be supplied to Nurse's Office.

**6. High contact points and high risk areas**

- a. High contact points, such as door knobs and stairway railings, are cleaned daily with a disinfectant wipe, currently PDI Sanicloth HB Wipes.
- b. High risk areas, such as surfaces in the health office, locker rooms, and certain science labs are cleaned and disinfected daily with Stetson's products PC 103, PC 120, and PC 121.

**7. Curtain cleaning** is done on a request basis through the work order system.

**8. Exhaust grills and supply grills** are inspected and cleaned on a monthly basis.

**9. Summer break and summer shutdown cleaning:** During summer break and shutdown times, classrooms and office areas are thoroughly cleaned, including light fixtures, walls, floors, cabinets, and kick plates. Hallway and area floors are stripped of all old wax and re-coated and carpets are shampooed (using Stetsons PC120 cleaner). Window sills and shelving units are cleaned (with microfiber cloths) when items are removed from the classroom leaving clear surfaces.

**10. Material safety data sheets (MSDS):** All cleaners used in the school district will have an MSDS sheet on file in the health office and maintenance office of each school.