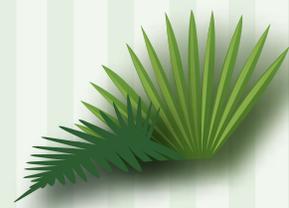


Creating a Green and Profitable Work Environment



An informative guide to "green" cleaning and maintenance practices which provide efficient, productive and healthy operation of commercial buildings in Florida.

2003



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Prepared by:

Eric Martin, Research Engineer
Florida Solar Energy Center

Michael Ohlsen, Pollution Prevention Engineer
Mary Robbins, Environmental Specialist
Florida Department of Environmental Protection

Assisted by:

Stephen Ashkin, President
The Ashkin Group

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Sarasota, FL
Jim McFadyen

Florida Department of Management Services
Ft. Myers, FL
Joel Russell

Florida Department of Environmental Protection
Ft. Myers, FL
Laura Comer

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Washington, DC
Mark Petruzzi

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Takoma Park, MD
Scott Case

For More Information:

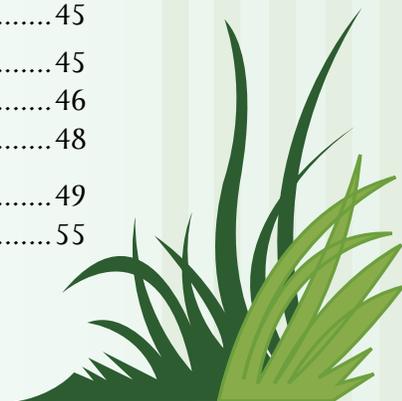
Florida Pollution Prevention (P2) Program
Florida Department of Environmental Protection
2600 Blair Stone Road, MS 4570
Tallahassee, FL 32399-2400
www.dep.state.fl.us

Florida Solar Energy Center
University of Central Florida
1679 Clearlake Road
Cocoa, FL 32922-5703
www.fsec.ucf.edu

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3.0 Green and Profitable Work Environment Baseline Checklist

This checklist is designed to help the building manager determine current maintenance and cleaning activities taking place in the building that are within the scope of this guide, and the potential to modify activities based on the guide's recommendations. Whether the activity is carried out by in-house staff, or outside contractors, it is important to review the details of the activities with the persons responsible to determine if improvements are possible. If any of the items do not apply to your facility, write "N/A".

SET FACILITY POLICY AND GOALS

Written environmental policy in place.
Performance goals are set.
Periodic training of staff and occupants.

Current Practice	Needs Attention

CLEANING AND MAINTENANCE AND INDOOR AIR QUALITY

Products

Use of biobased products encouraged.
Staff familiar with format and location of MSDS sheets.
Staff familiar with desirable/non-desirable product ingredients/properties and products in use have been screened accordingly for:
 health hazards
 environmental hazards, biodegradability, and recycled content
 availability of concentrate
Staff follows instructions for product use including dilution, safety, and storage.
Proper disposal determined and appropriate training given to staff.

Techniques and Equipment - General

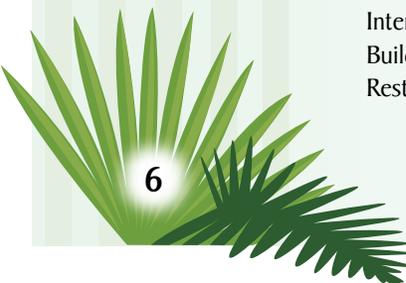
Major cleaning activities scheduled when building is unoccupied and adequate ventilation used. Occupants informed of operations.
Concise records of cleaning operations kept.
Procedures in place to report and correct accidents, spills, emergencies, and general complaints.
Chemical portion control equipment in use.

Techniques and Equipment - Soil Control

Building exterior and entry way targeted as a major component of soil control.
Cleaning schedules and intensity set according to amount of soil generation, foot traffic, and occupancy of areas.
Proper dust control used including damp vs. dry cloth and HEPA vacuum.
Janitorial equipment operates properly and is well maintained.

Techniques and Equipment - Biological Control

Building exterior regularly inspected for leaks and moisture accumulation.
Interior leaks and spills cleaned up immediately.
Floor drains and condensate pans checked regularly for proper operation.
Policies in place for potted plants.
Interior relative humidity is monitored on a regular basis.
Building maintained under slight positive pressure.
Restrooms and food areas regularly disinfected/sanitized.



Techniques and Equipment - Biological Control - cont'd.

Current Practice	Needs Attention
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Telephones, railings, door knobs, light switches, faucet handles, soap dispensers, trash cans, towel dispensers also sanitized.
Touch free equipment and devices used.

Techniques and Equipment - Gaseous Pollutants

Ventilation inlets away from contamination sources.
Drain traps checked and filled regularly.
Spray bottles use coarse spray rather than fine mist.
Chemical storage areas under negative pressure and directly vented outdoors.
Integrated pest management practiced.

Techniques and Equipment - Trash and Recycling

Trash removed from building on weekends and holidays.
Trash receptacles sized accordingly and free from obstructions.
Availability of local recycling infrastructure for materials investigated.
Facility wide recycling policy and efforts in place for all accepted items.
Occupants trained/informed of recycling policy and efforts.

CLEANING AND MAINTENANCE AND BUILDING ENERGY USE

Opportunities for interior lighting upgrades analyzed.
Interior lighting upgrades carried out.
Opportunities for exterior lighting upgrades analyzed.
Exterior lighting upgrades carried out.
Policies and measures in place for managing supplemental loads.
Building envelope inspected and infiltration pathways reduced.
Potential for window shading strategies analyzed.
Window shading strategies incorporated.
HVAC controls inspected for proper operation and schedules reviewed.
HVAC system is tested, adjusted, and balanced.
HVAC coils and filters maintained on a regular basis.
Incentives, rebates, and assistance for financing energy upgrades explored.

CLEANING AND MAINTENANCE AND BUILDING WATER USE

Fixtures regularly inspected for leaks.
Fixtures upgraded to EPACT compliance.
Fixtures upgraded to automatic controls.
Water bills monitored.
Water audit conducted by outside organization.
Plants, trees, and turf reviewed for need and proper location.
Mulch applied around plants and trees.
Efficient irrigation equipment and practices employed.
Preferable fertilizers applied only as necessary.
Landscape certified as Florida Friendly by Florida Yards and Neighborhoods.

