



Facility Masters Webcast Series

Smart Cleaning

Tuesday, April 13th
12PM Eastern



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Today's Speakers



Roger Young, Roger Young & Associates



John Thompson, Fraser, MI



Andi Lee, Blackhawk Intermediate, PA



Jim Perlik, Blackhawk SD, PA

Your Moderator



Justin Turner, Applications Engineer – SchoolDude.com



Today's Agenda

- **Introduction** – *Roger Young*
- **Best Practices** – *John Thompson*
- **District Best Practices** – *Andi Lee, Jim Perlik*



• Questions

- **Software Demonstration MD , PMD**
SchoolDude



Endorsements



www.nspma.org



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www.schoolrisk.org



Roger's Blog

- Share Comments, Ideas, Experiences
- <http://www.k12masters.com/rogers-blog/>

SMART Cleaning

Sustainable Products

Matting and Well Maintained Equipment

Attention to IAQ Issues

Responsibility, Reduce, Reuse

Training

Smart Cleaning



John Thompson, Fraser, MI

First Things First

- Get by in
 - Policy is good, but not required
 - Get information into hands of school community
 - Better IAQ
- Include end users in the decision process
 - Custodial
 - Maintenance
 - Administrative
 - Teaching



Create a Specification

- ▶ Insert language for implementation of smart/green cleaning
- ▶ Set parameters for the selection process
- ▶ Require vender to show how they will implement green
- ▶ Include training component in specification
- ▶ On line ordering system
- ▶ Just in time delivery



Include all your needs

- ▶ Type of chemicals GS 37
 - Low VOC
 - No antimicrobial
- ▶ Wax products GS 40
 - Wax Zinc free
 - Strippers Butyl Free



Include all your needs

- ▶ Paper products GS 9
 - Recycled content
 - Toilet Tissue 20%
 - Hand Towels 40%
 - Liners 10%
 - Chlorine Free
 - Touch free towels
- ▶ Equipment
 - No/less chemical required
 - Low chemicals
 - Ergonomically designed



Basics Easy to Implement

- ▶ Equipment Carpets can be a host for moisture problems and mold growth. When implementing green cleaning programs, use Carpet & Rug Institute's Green Label approved vacuums. Empty vacuum bags frequently for more efficient operating.
 - As you replace use green/smart devices
 - Floor machines that use less chemicals
 - Long life gel battery systems
 - Back pack vacuums 3 micron or smaller filtering
 - Ergonomic designs
 - Keep equipment running properly (we use schooldude work order system and PMdirect to make sure everyone has this in their radar)



Basics Easy to Implement

- ▶ Minimize particles and chemicals in the air. Mechanically capturing dust and dirt, using course spray for chemicals, and applying the cleaner to the cloth rather than spraying the surface to be cleaned are important to indoor air quality programs.



Basics Easy to Implement

- ▶ Smart cleaning chemicals Use environmentally preferable cleaning chemicals along with chemical management systems for accurate product dilution.
 - Water delivery systems
 - Portion management
 - Less is better



Basics Easy to Implement

- ▶ Micro fiber system rather than moving it around. Green cleaning programs should use products like microfiber dusting cloths and flat mops, for example, which can eliminate the need for chemicals

- Dust cloth
- Dust mops
- Waxing systems
 - Saves on wax cost with less waste
 - Ergonomically preferable



Basics Easy to Implement

- ▶ Focus on preventative measures and quick clean up of accidents. Therefore, fewer and milder chemicals can be used
 - Use PM program such as **PMDirect** to make sure your equipment is always in tip top condition.



Basics Easy to Implement

- ▶ Focus on touch-points. Door handles, bright work and other areas where people come in contact with the facility or its fixtures.
- ▶ Apply disinfectant in restrooms properly. Typical procedures for green cleaning programs will include ensuring the chemical has proper dwell time so that soil is thoroughly removed using less product.
- ▶ Promote safety and prevent cross-contamination. Safer products and proper use and storage of chemicals help green cleaning and indoor air quality programs create a safer environment. Color-coded tools ensure that pollutants don't get carried from one area (such as a restroom) to another.

Basics Easy to Implement

- ▶ Entrance Matting - 70% to 80% of floor-damaging soil is tracked into the school

90% of the soil brought into any building can be contained within the first 10 to 15 feet with the appropriate matting system.

Dirty & wet floors are hazardous and present a poor image.

Basics Easy to Implement

- ▶ Level the playing field
 - Check all areas to make sure the work force is cleaning an equivalent area (ISSA)
 - One person should not have 10,000 sq. ft. to clean and another 30,000 sq. ft.
 - Make sure the equipment for cleaning is available to all users
 - Where possible implement team or single task cleaning to better use your work force.

Blackhawk Area School District Green Cleaning Implementation

- Smart Cleaning



Andi Lee



Jim Perlik

About Blackhawk

- Beaver Falls, PA
- Regional School District
- 2,800 Students
- Suburb of Pittsburgh
- 5 Buildings

Our Motivation

- Healthier Environment for Staff and Students
- Prolong the Useful Life of the Buildings
- Adopt Environmentally Friendly Practices

- Healthy Schools Campaign / Green Clean Schools Partnership

What We Did .. We Made Changes

- Green Seal Certified Products
- Microfiber Products
- Matting for Entrances

What We Did .. We Made Changes

- Procedures
 - Team Cleaning, Training, Manuals
- Equipment
 - Battery Operated Auto Scrubber
 - Preventative Maintenance (SchoolDude.com)
- Restrooms –
 - GS Foaming Hand Soap, no-touch cleaning system, hands free paper-towel dispensers,

What We Did .. We Made Changes

- Attitudes
 - Recycling, Experimentation,
- Grounds
 - Wild Flowers, Clover
- Expectations
- Communications

Results

- Healthier Environment – Fewer Accidents
- Less Damage to Building and Fixtures
- Less Waste
- Reduced Spending
- Extended the Life of Carpeting
- Better Manage the Environment – ~~Dirt~~



AS&U Green Cleaning Award

- 2009 School Districts Grand Award
 - Use green-cleaning products.
 - Use green equipment and supplies.
 - Adopt green-cleaning procedures.
 - Use green paper and plastic products.
 - Share the responsibility.
 - <http://asumag.com/green/blackhawk-intermediate-school-200912/index.html>

Process for Our Success

- Administrative Support
- Staff Training
 - Equipment, Products, Procedures
- Vendor Involvement
 - Training, Education
- Testing Products and Dispensers
- Pilot Program in One School
- Build Momentum

Final Thoughts for Success

- Embrace the Importance of Smart Cleaning
- Start Small
- Involve Vendors
- Include Stakeholders in Decisions
- Publicize the Program
- Connect with Healthy Schools Campaign
 - www.healthyschoolscampaign.org



Smart Cleaning – PM Direct The Tool That Will Help You

Using SchoolDude to track and analyze information



Justin Turner,
Applications Engineer
SchoolDude.com





Work Request Page

<http://www.myschoolbuilding.com>

Step 1: Who's making the Request. System Automatically sends e-mails on status of the work order to this e-mail address

Step 2: Enter the Location, Area, Room Number. Describes where the problem is occurring at.

Step 3: Select a Problem Type for the work request. This list is customizable, you enable just the crafts you would like to show up. This list can also be a drop down box instead of icons.


Also with each craft you can designate which person is responsible for the craft - even for each location!

Step 4: Enter the Description of the work request. The requester can type several different lines of information. There is no set limit of the number of characters.

Step 5: You can list Contact Names and number. You can turn this step off, and there are budget and purpose codes and requested completion dates that you can turn on/off.

Step 6: This type of user has to type in a password to submit a request to prevent users with no access to submit work requests.

Treehouse School District MD LOGIN HELLO


SchoolDude.com

[Work Request](#) |
 [Schedule Request](#) |
 [Inventory Request](#) |
 [My Requests](#) |
 [My Settings](#) |
 [Help](#)

[TUTORIAL](#)

Welcome to Treehouse School District Work Request Page
Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

Indicates required information.

Step 1 Please be yourself, click here if you are not Rapid Request

First Name	Last Name	Email
<input type="text" value="Rapid"/>	<input type="text" value="Request"/>	<input type="text" value="rapid@request.com"/>
Phone	Pager/Cellular Number	
<input type="text" value="919.523.2222"/>	<input type="text" value="919.522.2211"/>	

Step 2 Location

<input type="text" value="Schooldude High"/>	Area/Room Number
Area	<input type="text" value="101"/>
<input type="text" value="Classroom"/>	

Step 3 Select Problem Type:

<input type="checkbox"/> Athletic Fields	<input type="checkbox"/> Audio/Visual	<input type="checkbox"/> Bleachers	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Clocks/Bells	<input type="checkbox"/> Computer Services	<input type="checkbox"/> Custodial	<input type="checkbox"/> Delivery
<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators	<input type="checkbox"/> Equipment	<input type="checkbox"/> Fire Extinguishers
<input type="checkbox"/> Flooring	<input type="checkbox"/> Food Service Delivery	<input type="checkbox"/> Food Services	<input type="checkbox"/> General Maintenance
<input type="checkbox"/> Grounds	<input type="checkbox"/> Health/Safety	<input checked="" type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="checkbox"/> Painting
<input type="checkbox"/> Playground	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Roof
<input type="checkbox"/> Uniform			

Step 4 Please describe your problem or request.

Step 5 Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Emergency On Call	555.555.5555

Step 6 Submittal Password

[Forgot Password?](#)

Step 7





Requester Report

- Sees only what he or she has submitted – no one else!
- Searchable, sortable, printable

My Work Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Request Totals
 6 Work In Progress
 12 Closed Work Orders
 4 Declined

Search for "

Search this results for: Show All

1 - 10 of total 1367 listed

◀ Previous 10 Next 10 ▶

<input type="checkbox"/> Status	<input type="checkbox"/> Location	<input type="checkbox"/> Action Taken	<input type="checkbox"/> Complete Date
<input type="checkbox"/> Area	<input type="checkbox"/> Building	<input type="checkbox"/> Assigned To	
<input type="checkbox"/> Area Number	<input type="checkbox"/> Description	<input type="checkbox"/> Request Date	
		<input type="checkbox"/> Type	
Complete Classroom 300	Dude High School 2327 can't print	put the printer back together and it's working fine Julius Peppers 12/29/2004 Printers	12/29/2004 4:27:01 PM
Complete Classroom 300	Dude High School 2326 sink is overflowing and will not work properly. Time Available: ASAP!!!	unclogged the sink, found a ring in the drain. Eugene Clogg 12/29/2004 Plumbing	12/29/2004 2:42:58 PM
Work In Progress Classroom 101	Dude High School 2325 Need a 6' shelf for stuff	No Action Note Chuck Wood 12/29/2004 Carpentry	
Declined Classroom 300	Dude High School Main Complex 2324 can you paint my room green?	NO WAY!!! We only paint when the paint falls off the walls. Roy Williams 12/29/2004 Painting	



Technician

Technicians just see their incomplete work orders and can sort them. They also can Print, E-Mail, Create a Note, Mark Complete and enter Action Taken. They can even post time and materials to the work order.

Freehouse School District

Go to - Quick Links - LOGOUT MY AC

Home Calendar New Work Order My Account

Search for: GO TEL-

Advanced Search | Help

Quick Launch

- ▶ New Request
- ▶ Your Settings
- ▶ Labor Hours
- ▶ Purchase Transactions
- ▶ Inventory Issue
- ▶ User Forum
- ▶ SchoolDude.com site

LOGIN HERE

Hello Dan Maddox
Not Dan Maddox! Please be yourself.

ASSIGNED WORK (First 150)

Sort by Request Age Ascending Descending

1 - 3 of total 3 listed

<p>Schooldude High 9466 Monthly - SHS-3 month Filter Change - Refer to PM schedule details.</p> <p>Print This! Email Supervisor Make a Note</p> <p>Would like this completed by 2/13/2003 Request Age: 28 (in days) Assigned to: Dan Maddox Contact: Danny Maddox</p>	<p>Medium Note Action Taken Mark Complete</p> <p>Work In Progress</p>
<p>Joyner HS 9527 Repair Stage</p> <p>Print This! Email Supervisor Make a Note</p> <p>Request Age: 11 (in days) Assigned to: Dan Maddox Contact: Dan Maddox</p>	<p>Medium Note Action Taken Mark Complete</p> <p>Work In Progress</p>
<p>Schooldude High 9529 Need 25 chairs and 10 Tables</p> <p>Print This! Email Supervisor Make a Note</p> <p>Would like this completed by 2/20/2003 4:00:00 PM Request Age: 11 (in days) Assigned to: Dan Maddox Contact: Dan Maddox</p>	<p>Medium Note Action Taken Mark Complete</p> <p>Work In Progress</p>





List of PM Task and Procedures

- Including safety points, equipment, tools and parts.

PM Schedule

Pm Schedule 25283
z Discontinued

Job Start-up Procedures

Safety Points
Follow safety precautions for chemical handling.
Follow safety precautions for vacuum.
Follow safety precautions for lifting any objects.

Tasks & Procedures

	Description	Procedures
1	Empty Trash and reinstall liners	Lay trash container on its side and slowly remove full liner to prevent unnecessary spots and spills on floor and prevent back stress
2	If any, clean ashtrays	
3	Dust all horizontal and vertical surfaces	
4	If any, spot-clean door glass	
5	Pick up paper clips, paper, pens/pencils from floor [] If any, spot-clean door glass	
6	Position trash in a strategic place for the custodial utility specialist to pick up and take to dumpster	
7	Report anything unusual to your supervisor	

Equipment

Tools
Gloves
Backpack Vac
Dusting cloths
Dusting solution
(3) 39 Gal. Liners
(17) 13 Gal. Liners

Parts

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Facility Masters

Capital Planning and Forecasting for Funding Needs

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Java Applet Window

Facility Masters Webcast Series

"Improving Processes...Improving Schools"

Certificate of Attendance

Capital Planning and Forecasting for Educational Facility Funding Needs
Webcast

Dec. 9th, 2009
Date

1 hour 15 minutes
Duration

SCHOOL DUBE .com

Facility Masters

ROGER YOUNG
BUSINESS CONSULTING SERVICES

Download this presentation, resources, and more at:

www.k12masters.com/webinars-2

www.schooldude.com/maintenance

www.myschooldude.com

Contact Resources



Roger Young – Roger Young & Associates

ryoung@ry-associates.com



John Thompson, Fraser, MI

semfm@att.net



Andi Lee, Blackhawk Intermediate, PA

leea@bsd.k12.pa.us



Jim Perlik, Blackhawk PS, PA

Perlikj@bsd.k12.pa.us



To learn more: salesrequest@schooldude.com

Current clients: support@schooldude.com

Making the Decision

- Traditional cleaning products and processes
 - Negative impact on health
 - Negative impact on the environment
- New less toxic products and processes
 - Reduce stress on building occupants
 - Protect safety of the worker
 - Help heal the environment

Gain Knowledge

- Vendors and Reps
- Trade Magazines
- Books

Green Cleaning for Dummies by Stephen Ashkin & David Holly

- Seminars
- Websites

www.greencleanschools.org

www.issa.com/standard

www.greenseal.org

www.carpet-rug.com

Develop a Team

- Quantity of members depends on the size of the school district
 - Smaller districts employees wear several different hats.
- Need support of upper administration
- Identify facility champions who will support the objective.

Define Objective

- Clearly articulate the objective to the staff
 - Improved Indoor air quality
 - Worker safety
 - Improved environment
 - Occupant safety and health

Start Small & Slow

- Start in one school or department
- Begin with the basics
 - Basic cleaning
 - Basic disinfecting
- Determine chemicals
 - Glass Cleaner
 - Industrial Cleaner
 - All Purpose Cleaner
 - Disinfectant Cleaner

Train Staff

- During evaluation period
- Product information and purpose
- Dispenser information and use
- Procedure changes and why

Evaluate

- Different Chemical Manufacturers
- Dispensing Units
- Procedure Changes
- Vendors & Reps
- Track information
 - Where the product is used & application
 - Cost
 - Packaging
 - Did the product work
 - Etc.

Making the Change

- Choose a product manufacturer & rep
 - Based on data from evaluations
- Introduce products & procedures to the rest of the district
- Replace traditional products with green
- Train the Staff

Standardize

- Transition to a safer cleaning protocol is also an opportunity to standardize practices
- Training Manuals
 - Daily and project

Training Program

- Program should include
 - Proper use and application of the products
 - Proper labeling of bottles and dispensers
 - Right to know training
- Should provide custodial staff with the understanding of why the change in chemicals and procedures

Training Program

- Why Green Chemicals
 - Environmental Friendly
 - Reduce worker exposure to harmful chemicals
 - Packaging
 - Biodegradable
 - Easily waste treatable
 - No VOCs
 - Used with cold water
- High Dilution Chemicals
 - Economy
 - Less container switch-out

Training Program

- Dispensing units
 - Save on product waste
 - Ensure worker safety
 - Lessen facility damage

Getting Smarter

- Install No touch dispensers
- Use recycled paper and plastic products
 - Consider post industrial/ post consumer
 - Larger/economical rolls
- Foaming hand soap / sanitizer

Getting Smarter

- Introduce cleaning procedure changes
 - TEAM
- Introduce Micro fiber
 - Cleaning Cloths
 - String mops/color coding
 - Dust mops
 - Wall pads
 - Floor finish pads
 - Micro fiber dusting sleeves

Getting Smarter

- Equipment

- Floor Finish Applicators
- Pump Sprayers
- No touch restroom cleaning machine
- Backpack Vacuums
- Auto Scrubbers
- Burnishers with Hepa filtration
- Foaming trigger sprayers

Getting Smarter

- Floor Strippers
- Floor finishes
- Twister Pads
- Water based Gym Finish
- Bio-based products
 - Replace original green products

Getting Smarter

- Carpet Cleaning
 - Dry extract carpets
 - Stain removal begins with cold water extraction
- Matting
 - In entrance ways
 - IAQ
- Air Filter Changing
 - Regular schedule

Getting Smarter

- Natural resources over chemicals
 - Water and micro fiber cloths to clean glass
 - White vinegar in lieu of caustic descalers
 - White vinegar & water to remove ice melt residue from carpet and hard surfaces

Moving Forward

- More than eco-friendly products
 - Ground maintenance
 - HVAC maintenance
 - Integrated pest management
 - Environmentally friendly paint, floor tile and carpet glues
 - Outdoor classrooms
- Always look ahead
 - Learn
 - Test
 - Change