

'Your Guide to Clean' is a publication from Multi-Clean in partnership with authorized distributors. This newsletter is dedicated to help those in the cleaning industry become more informed and educated to help manage the cleaning process.

Your Easy Guide to Green!

The resistance of many contract cleaners and in house cleaning operations to fully adopt green cleaning is often related to confusion about WHAT needs to be done and HOW it is done. The cleaning industry has not done a good job at clarifying and simplifying this process. One of the goals of this newsletter is to provide the knowledge and the resources to help everyone embrace green cleaning as a "Best Practice".

Your Multi-Clean distributor representative can offer advice and various helpful tools to make each step easier for you!



Update: Green Building Certification Requires Green Cleaning - Revisions to LEED-EB

Interest in Green Buildings is growing as more facility owners and managers are beginning to understand the benefits of going green. The LEED (Leadership in Energy and Environmental Design) certification program for existing buildings (LEED-EB) has created the blue print for green building operations. Even if a facility does not want to invest in certification, the LEED program can provide guidance to greening an entire operation. To access the entire 82 page document that describes LEED-EB, [CLICK HERE](#).

Green Cleaning has always been an important component of LEED-EB, now recent updates in the standard mandates a green cleaning program be in place as a pre-requisite to certification. Sooner or later, the LEED subject will come up. Read [THIS ARTICLE](#) from the archives of the New York Times titled "Green Buildings Don't Have to Be New" to understand that the interest in green buildings is heating up.

Featured Product: Knock-OFF

Knock-OFF Permanent Mark & Graffiti Remover is designed to be used on surfaces where graffiti is found but shouldn't be. This non-toxic removal system easily removes permanent marker, ink, crayon and heavy grime from a variety of surfaces. Click [HERE](#) to learn more.

You can find this and other fine Multi-Clean products at your local Multi-Clean authorized distributor.





Going Green: Defining Roles

Much of the green cleaning confusion comes from blending two areas of responsibilities. By separating the critical roles of executive management responsibilities from the operations' responsibilities, we can begin to simplify the process.

Management's Role in Going Green



Initiation, Guidance, Encouragement, Motivation.... For true success, management must be the initiator, while supplying guidance and encouragement, and the necessary motivation for green cleaning to take hold. Too often, management expresses passive interest and hands off the project to operations with a mandate to 'get it done'.

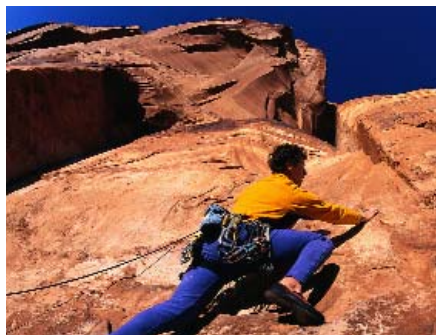
Assemble a Green Team: This team will create policies, monitor and guide the program and report to upper management the progress. It should be a cross functional team that represents all departments within a facility or business.

Communications: Creating an understanding amongst all employees of the importance of going green and their vital role in making it successful is critically important.

Operation's Role in Going Green: Step by Step

The actual nuts and bolts of implementing a green cleaning program is going to fall on operations staff. The operation's roles can be broken down into 6 basic steps as follows:

1. *Inspect Your Facility:* You can't get started on going green until you develop a baseline of where you are at. A Green Building Survey is a 16 point inspection of your facility's operation and maintenance functions that impact the indoor and outdoor environment.
2. *Switch to Green Cleaning Products:* First conduct an inventory of the products used currently, then ask your distributor representative to offer green alternatives.
3. *Green Cleaning Supplies:* Talk to your distributor about using green supplies such as paper products and trash liners. Consider green cleaning equipment such as HEPA vacuums, scrubbers, microfiber tools, etc.
4. *Adopt Green Cleaning Practices:* Going green is about a lot more than products. Address each of the 10 green cleaning focal points as listed in table I.
5. *Train Your Employees:* Training is an investment that pays. Your distributor rep can help you with insuring your employees know what to do and how to do it.
6. *Continuous Improvement:* Green Cleaning is a never ending process that you should continue to pursue.





The Key to Success

Operations can not implement a successful green cleaning program without the support of key upper management. Making sure various roles of each group are understood allows the process to be made simpler and more effective.

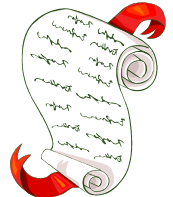


Green Cleaning Focal Points

Entryways	Special attention is given to the point where the bulk of contaminants enter a facility
Hard Floor Care	A maintenance program that emphasizes routine, scheduled maintenance to extend finish life
Carpet Care	A maintenance program that emphasizes routine maintenance to regularly remove trapped contaminants
Efficient Use of Chemicals	A method of insuring that chemicals are diluted properly through a supplied measuring system or device.
Restroom Cleaning	A thorough and regularly scheduled maintenance program for restrooms.
Disinfection	A plan for appropriate use of disinfectants in areas only where needed.
Dining and Break Rooms	Addressing these areas where bacteria, odors, and pests can accumulate
Trash Collection & Recycling	A protocol for collection and disposal of trash and general recycling guidelines and policies
Training Requirements	Documented training for all employees on green cleaning procedures. Additional annual training
Communications	Identifying "vulnerable populations" that may be effected by cleaning activities. Feedback mechanisms.

Rules to Finish Floors by....

Summer time is often a time where floors get stripped and refinished, particularly in schools and universities. Even the best finishes can give poor results if not careful. Follow these basic rules for the best performance and appearance.



- ☞ **The 4 Coat Rule:** Apply no more than 4 coats of seal and/or finish in a single day. Exceeding this number increases the possibility of experiencing "wax attack". Wax attack is a condition where too many coats are applied too quickly. The resulting finish looks hazy, blotchy or streaky.
- ☞ **Thin to Win!:** Thin, uniform coats of finish will always dry faster and look better than thick coats.
- ☞ **Make 'em Shine:** Dust mop floors with a micro-fiber duster just prior to applying finish. Dirt, dust, hair and other particulate debris on the floor when finish is applied will make the floor less shiny and can be seen in the finish.
- ☞ **Sticky Weather is no fun:** Not only do you sweat more, finishes dry/cure slower in humid weather. Give extra dry time between coats when the humidity is very high.
- ☞ **Be Patient:** Don't put heavy furniture back on the floor too quickly otherwise it can stick to the floor. The finish may be dry, but it still needs to cure. It's a good idea to wait 24-48 hours before placing heavy objects back on newly finished floors.
- ☞ **Strip and Rinse and Rinse:** After a floor is completely stripped, the floor must be thoroughly rinsed to remove alkaline residues that could affect the performance of the finish. A double rinse is always a good idea. Using a rinse aid like a neutral cleaner or a neutralizing agent helps insure the floor is free of residues.

'Your Guide to Clean' E-Newsletter is published four times a year.