

Green Cleaning Policy

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Strategic Pillar	Infrastructure Services
Responsible Branch	Transport and Facilities

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1 OUTCOMES

- 1.1 Outlines Council's responsibilities for ensuring Council-operated buildings maintain a high standard of cleanliness.
- 1.2 Minimizes the use of and exposure to harmful chemicals, enhances indoor air quality, promotes occupant well-being, reduces environmental impact, and continually improves cleaning practices based on improvements in environmental standards and innovation.
- 1.3 Establishes clear guidelines for Council staff involved in; procurement, chemical usage, cleaning procedures, waste management, training, and reporting of cleaning practices, ensuring they meet eco-friendly and health-conscious standards.
- 1.4 Enables a consistent cleaning plan in all council-operated buildings in line with the facility cleaning specification.

2 POLICY

- 2.1 This policy reflects our commitment to fostering a healthier, more sustainable future through responsible cleaning practices in Council-operated buildings.
- 2.2 This policy is in line with our vision for a cleaner, safer, and sustainable environment for all.

3 SCOPE OF THE POLICY

- 3.1 This policy applies to all council-operated buildings, enforcing environmental standards and requirements for all cleaning products and procedures.
- 3.2 This policy's scope extends only to buildings directly operated by Council. Council will encourage its adoption by external groups that manage Council facilities including Section355 Committees.
- 3.3 This policy applies to all cleaning procedures including routine maintenance and disinfection, cleaning materials, and other cleaning tasks undertaken by Council or its contractors.
- 3.4 The policy also regulates the selection, procurement, use of products, use of equipment, and disposal methods associated with cleaning Council buildings.
- 3.5 From the date of adoption of the policy, all procurement of cleaning-related products must be in accordance with the guidelines outlined in this policy.
- 3.6 Council will continue to use up supplies of existing product that may not comply with the guidelines in this policy until such a time that all existing product has been used.
- 3.7 Council will honour the existing contractual arrangements currently in place for building and facility cleaning noting that they may not comply with this policy. Any new contracts entered into will be in full compliance with the policy.

4 DEFINITIONS

- 4.1 **Council** means Queanbeyan-Palerang Regional Council
- 4.2 **LGA** means Local Government Area
- 4.3 **Buildings** mean structures with roof/s and walls (includes non-habitable buildings such as toilet blocks but not structures such as awnings and shade sails)

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 Local Government Act 1993
- 5.2 Local Government General Regulation 2005
- 5.3 Sustainable Design for Council Buildings Policy
- 5.4 Operations Sustainable Policy
- 5.5 Sustainable Procurement and Contracts Policy

6 CONTENT

6.1 Implementation:

- 6.1.1 The implementation of this policy is the responsibility of:
 - a) Council's Building and Facilities Maintenance Section
 - b) Council's CBD Cleaning and Amenities Section
- 6.1.2 The Building and Facilities Maintenance Section will develop a Green Cleaning Plan in accordance with the requirements of this policy within six months of the date of adoption of the policy.
- 6.1.3 Each section of Council responsible for cleaning buildings will provide training to all contractors undertaking cleaning work for or on behalf of Council.
- 6.1.4 Council's Building and Facilities Maintenance Section is responsible for reviewing this policy for any significant changes and ensuring that the appropriate individuals are informed of the updates.
- 6.1.5 This policy will be implemented after the termination of the existing QPRC Cleaning Contract.

6.2 Environmental Goals and Objectives

- 6.2.1 The policy aims to ensure high standards of cleanliness of Council facilities. Practices that promote surface hygiene and prevent cross-contamination through strategies and educational programs will be encouraged.
- 6.2.2 The policy requires procurement as per QPRC Sustainable Procurement and Contracts Policy for cleaning products and equipment that minimize health risks and adhere to best practice environmental performance.
- 6.2.3 The policy requires the use of HEPA filtration or equivalent in vacuum cleaner equipment to remove particulates and minimize their impact on indoor air quality.

6.2.4 Set plans to minimize the usage of cleaning products and adopt methods that employ environmental best practices.

6.2.5 Performance Metrics

Category	Goal	Performance Measurement
Cleaning products and materials	80% meet sustainability criteria	Biodegradability
Cleaning equipment purchases	100% meet sustainability criteria	Number of equipment

6.2.6 The Green Cleaning plan shall include sustainability criteria to measure the performance of the products and materials used.

6.3 Implementation Procedures and Strategies (Green Cleaning Plan)

6.3.1 The Green Cleaning Plan will:

- a) Specify approved products that comply with the requirements of the policy.
- b) All cleaning products and equipment purchases shall be recorded.
- c) Provide guidelines about properly using and disposing of cleaning products and equipment in the cleaning Plan.
- d) Outline training programs for cleaning personnel to ensure they understand environmentally friendly cleaning practices.

6.3.2 Material safety data sheets for all the cleaning chemicals used shall be retained in an easily accessible area and hazard information should be highlighted.

6.3.3 The handling, safe storage, and spill management of cleaning chemicals and products should be conducted according to the manufacturer’s safety data sheet.

6.3.4 The responsible party will review all purchases, compare them annually against the policy goals, and take corrective action if goals are not met by educating the individuals in charge of procurement.

6.4 Quality Assurance Control Process

6.4.1 Periodically evaluate the success of the green cleaning plan, and record and annually report to senior management.

6.4.2 Wherever possible, the annual report shall include an evaluation of the performance, safety, cost, and environmental/public health benefits achieved because of its implementation.

6.4.3 Regularly communicate with cleaning supervisors and conduct site inspections to ensure the plan is functional.

6.4.4 Identify opportunities for improvement and expansion of environmentally friendly practices.

6.4.5 Products in line with these requirements include, but are not limited to:

- Non-toxic, biodegradable cleaning products
- Water-based cleaning products whenever possible
- Energy-efficient cleaning products.
- Recyclable cleaning products and packaging.
- Purchase concentrated chemicals wherever possible.

6.5 Responsible parties and cleaning personnel requirements

6.5.1 The Green Cleaning Plan should have clear roles, training information, and responsibilities outlined for implementation and oversight of the Green Cleaning Policy.

6.5.2 Designate individuals or teams responsible for monitoring, reporting, and ensuring compliance with the policy.

6.5.3 Establish documented monitoring and reporting procedures.

6.5.4 All cleaning staff and managers shall receive environmental safety and health training, addressing, at minimum, hazards associated with the use, disposal, and recycling of cleaning chemicals, dispensing equipment, etc.

6.5.5 Green Cleaning Plan should include a plan to report spills and other incidents.

6.5.6 A mechanism shall be outlined in Green Cleaning Plan for all guests and employees to provide feedback on cleaning practices.

6.5.7 Cleaning staff will only use no/low VOC(Volatile Organic Compounds) cleaning products to protect vulnerable building occupants, such as children, asthmatics, elderly occupants, individuals with allergies, pregnant women, and highly sensitive individuals.

7 REVIEW

7.1 This policy is intended to be evolutionary. This policy will be reviewed every four years or earlier as necessary if:

- a) legislation requires it, or
- b) Council's functions, structure, or activities change.