



Sample Green Cleaning Action Plan: Basic Version

What is the issue?	What action will we take?	Who will do it?	When will it be done?	How will we monitor progress?	How will we know if we succeeded?	What will it cost?
Many conventional cleaning products can irritate skin, eyes, and respiratory systems and pose environmental risks.	Conduct a chemical product inventory at the school; document product name, manufacturer, MSDS data, locations stored, expiration dates, quantities, intended uses.	The Eco-Action team will work with the school administrator and facilities and custodial staff on this inventory. Note: Do not let students handle any toxic chemicals.	Team will be developed by end of month and begin development of management plan to be finished by January.	A quarterly inventory will be done to assess what types of chemicals are being used for cleaning.	The toxic chemical inventory should grow smaller, and products should be consolidated so that there is less being stored.	Nothing
Multiple on-the-job injuries and accidents related to chemical use and cleaning activities; as well as nurse office visits due to respiratory illnesses.	Identify and gather data on building occupant health and worker safety, following appropriate protocols to ensure individuals' rights to privacy.	The Eco-Action team should work with the school administrator and school nurse.	December-March	Evaluation will consist of keeping track of injuries and accidents over time as well as nurse office visits.	With new green cleaning guidelines and policies, accidents and illnesses will decline.	No cost to track data

<p>Audit reveals that only conventional cleaning products are being used.</p>	<p>Substitute certified green cleaning products for conventional products.</p>	<p>Eco-Action team works with school administration, facilities management and purchasing to develop guidelines for green cleaning products.</p>	<p>December - April</p>	<p>Measurable benchmarks could include: the use of less-toxic products; the ratio of green cleaning products to conventional products.</p>	<p>More green cleaning products are being purchased and conventional products are being phased out whenever possible.</p>	<p>Switching to green cleaning chemicals is considered “cost neutral” when compared to other high-quality traditional cleaning options.</p>
<p>Students and faculty track dirt and other pollutants into the school at entrances.</p>	<p>Reduce the amount of dirt and debris by increasing the length and numbers of walk-off mats at all main entrances; modify the care and maintenance of walk-off mats.</p>	<p>Eco-Action team can help custodial staff by performing a daily inspection of the main entrances and rate the level of cleanliness.</p>	<p>December</p>	<p>More and larger mats are being used at all entrances.</p>	<p>Less dirt and debris is being tracked into the school building requiring less cleaning.</p>	<p>Cost of larger and more mats at entrances of the school buildings.</p>
<p>The existing cleaning policies and procedures don't reference green cleaning.</p>	<p>Revisions to the existing policies and procedures will be made to include relevant green cleaning products and methods.</p>	<p>Eco-Action team works with school administration, facilities management, and custodial staff to develop new policies and procedures.</p>	<p>December - April</p>	<p>New green cleaning policies and procedures are approved and in effect.</p>	<p>Custodial staff is trained on green cleaning standards, new green cleaning products are being used.</p>	<p>Could vary – depends on training available to custodial staff and changes in policies.</p>