



Guardian Service Industries: Green Cleaning 101



Our Commitment to Clean & Green

Guardian has been committed to Green Cleaning for nearly two decades. Our cleaning process is designed to consider more than just appearances. The procedures, chemicals, and equipment we use are designed to make cleaning more safe, healthy, and environmentally compatible. It is our goal at Guardian to work in such a way, that negative impacts on health and the environment are drastically reduced.

GUARDIAN SERVICE INDUSTRIES, INC. ENVIRONMENTAL POLICY

Guardian Service Industries, Inc. is committed to reducing its impact on the environment.

Our commitment to the environment extends to our customers and our staff. We are committed to:

- Ensure our operations and services comply with all federal, state and local laws and regulations.
- Maintain and continually improve our operations to conform to the Green Standard or more stringent requirements as dictated by specific markets or local regulations.
- Operate in a manner that is committed to continuous improvement in environmental sustainability through recycling, conservation of resources, prevention of pollution, and promotion of environmental responsibility amongst our employees.
- Train all of our staff on our environmental program and empower them to contribute and participate.
- Responsibly manage the use of hazardous chemicals in our operations and services, and promote recycling or reuse of products.
- Encourage efficient use of energy, utilities and natural resources.
- Where possible, use environmentally friendly products and others to do the same.
- Inform suppliers, including subcontractors, of our environmental expectations and require them to adopt environmental management practices aligned with these expectations.



Alan Bressler, Chief Operating Officer



OUR FOCUS



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Important and no service is so urgent that you cannot take the time to perform the task
 each employee's responsibility; always be alert to hazards and potential danger.
 Related accidents are the result of an unsafe act by an employee. Injured employees usually
 following reasons for unsafe behavior:

Knowledge
 Time
 Increase Production
 Accident and/or injury:
 Safety procedures at all times.
 Risks and accidents; take preventative steps to avoid.
 Example for others.
 Accidents or injuries immediately.
 Location of first aid kit and MSDS.(Material Safety Data Sheet)
 Management instructions.
 Following emergency procedures and phone numbers.



Always remember to ventilate the area being buffed by block opening doors and

opening windows.



This Manual contains Proprietary Information meant exclusively for employees of Guardian Service Industries, Inc.



Chemicals

The three main types of cleaners you need to know are Disinfectants, All Purpose, and Floor Care. The cleaning solution you choose will depend on your cleaning task. For example, using All Purpose cleaner on a waxed floor will actually ruin the wax and damage the floor's glossy finish. Likewise when cleaning a restroom it is essential that you use a disinfectant to kill bacteria, germs, and blood borne pathogens



Chemical Safety

It is paramount to use proper safety procedures when working with cleaning solutions. Avoid spraying chemicals into the air where you or others can inhale them. Rather apply cleaning solutions directly to your cleaning cloth/sponge. Avoid any chemical contact with your mouth and eyes. Be cautious, be careful, and always use proper personal protective equipment when using chemicals. Make sure you understand all information listed on the MSDS of any chemical you are using.

Material Safety Data Sheets (MSDS)

A material safety data sheet (MSDS) is a form containing data regarding the properties of a particular substance. An important component of product stewardship and workplace safety, it is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner. An MSDS includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.



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Green Cleaning Policy

Our "Green Cleaning" policy goals are to minimize the exterior's impact on the local environment and to emphasize and practice sustainable, environmentally safe, low-impact cleaning chemicals and practices. We define sustainable cleaning as "keeping our environment pristine and close to its natural state as possible by using green certified cleaning products and recyclable materials". Our custodial services continually aim to improve their environmental performance by:

- Educating, training, and motivating custodial staff to work in an environmentally responsible manner.
- Ensuring that all custodial staff is aware of their responsibilities in implementing this environmental policy.
- Conserving energy, water, and other resources while still providing a cleaned and sanitary environment.
- Complying with all relevant current legislation and industry standards.
- Using cleaning products that meet Green Seal standard GS-37 or products with low-volatile organic compounds (VOC) whenever applicable.
- Using products that meet EPA standards with high post-consumer recycled content.
- Using Hepa filters when vacuuming to aid indoor air quality/IAQ.
- Eliminating phosphates and aerosol products.
- Using concentrated cleaning products when available.
- Using chemicals that are automatically and accurately diluted using cold water.
- Using products that are packed with recycled materials.
- Strip floors using boost machines – requiring a specific stripping pad and only water
- When using a subcontractor, we ensure they are using 3rd party certified chemicals and sustainable practices
- 3rd Party Certified Chemicals through Green Seal & Eco Logo
- We use 100% recyclable paper towel with a minimum of 20% post-consumer content.
- We use color coded microfiber rags to prevent cross contamination
- Microfiber rags are changed after visual inspection.
- Microfiber mop heads are changed after cleaning 600 square feet.



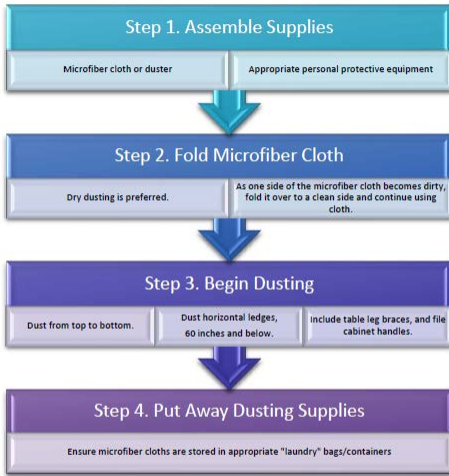
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ENVIRONMENTAL CONSCIOUSNESS

Guardian has implemented an aggressive corporate sustainability program that translates across all services and departments. This along with our environmental policy makes us one of the most “Green” conscious firms in the metropolitan area.

- ISSA CIMS Green Building certified with honors
- Guardian Green Cleaning Systems
- Web-based Management System – Guardian 24/7; enabling users to generate work orders, view periodic schedules, Quality Control management and more.
- LEED accredited professionals
- Programs that can help you obtain LEED-EB certification
- Paperless Invoicing

Guardian is the first service provider in the Northeastern and Mid-Atlantic regions to obtain the ISSA (International Sanitary Supply Association) CIMS (Cleaning Industry Management Standard) certification with Honors



Microfiber Dusting Procedure

Step 1. Assemble Supplies
Microfiber cloth or duster | Appropriate personal protective equipment

Step 2. Fold Microfiber Cloth
Dry dusting is preferred. | As one side of the microfiber cloth becomes dirty, fold it over to a clean side and continue using cloth.



Step 3. Begin Dusting
Dust from top to bottom. | Dust horizontal ledges, 60 inches and below. | Include table leg braces, and file cabinet handles.

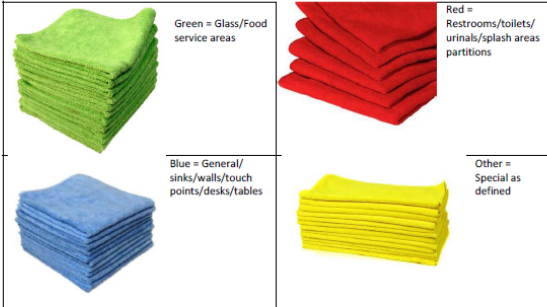
Step 4. Put Away Dusting Supplies
Ensure microfiber cloths are stored in appropriate "laundry" bags/containers

Tips:





- Do not dust computers, radios, microwave ovens, copiers or other electronic devices.
- **Never move personal items**

Always remember the contract takes precedence over all items in this document



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Microfiber Towels Color Codes

	Green = Glass/Food service areas		Red = Restrooms/toilets/urinals/splash areas partitions
	Blue = General/sinks/walls/touch points/desks/tables		Other = Special as defined

Safety Note:
Keep used towels separated.

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