



**SUBJECT: SUSTAINABLE HOUSEKEEPING POLICY**

**Policy No.: 2021-23**

**Date: December 13, 2021**

**Review Date: December 2025**

**Pages: 3**

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**PURPOSE:**

To establish the requirement and responsibilities for routine housekeeping to ensure that all public library facilities in Innisfil adhere to high standards of cleanliness and acceptable appearance, while following environmentally acceptable practices in conformance with LEED Certification protocol. The goal is to achieve a healthier and cleaner environment for all through the use of products and cleaning methods which produce less toxic pollution and waste, while conserving resources and habitats.

**POLICY**

**General**

As a community leader, the Library plays a vital role in supporting principles of sustainability. The Library seeks to be a model and driver of change by demonstrating stewardship for the natural and built environment in a manner that is socially, environmentally and economically responsible.

This policy will

- Foster a culture of sustainability throughout the library system and the broader community by playing a positive and proactive role in sustainability leadership and;
- Ensure that our commitment to sustainability is reflected in our organizational behaviours and policies through the application of effective, long-term solutions which integrate the ecological, social and economic facets of sustainability.

The Library strives to provide a safe and healthy environment for the general public, user groups and Staff. Good housekeeping is a major factor in minimizing occupational injuries and illnesses. All employees and contractors will be expected to contribute to a safe, clean, and green environment. Training will be provided to all Staff as required. Maintenance personnel, including outside contractors, will be required to follow the green guidelines established by the Innisfil Public Library's Green Housekeeping Program.

### **Application**

This policy applies to all library spaces and employees of the Innisfil Public Library and contractors.

### **Guidelines**

This program will be reviewed regularly and changes will be considered in light of procedures and standards established by the U. S. Green Building Council ([www.usgbc.org](http://www.usgbc.org)), the Canada Green Building Council ([www.cagbc.org](http://www.cagbc.org)), Green Seal ([www.greenseal.org](http://www.greenseal.org)) and Canada's EcoLogo Program ([www.ecologo.org/en/](http://www.ecologo.org/en/))

### **Acceptable Performance Level Standards:**

#### ***Product Selection:***

Products will be selected based on an evaluation of its green factors, including consideration of whether it has been certified under the Green Seal GS-37 standard, or the EcoLogo Program.

Components of the desired standard include the following:

- A cleaning product may not be toxic to humans in its undiluted form;
- A cleaning product may not be corrosive to the skin or eyes;
- A cleaning product may not be a skin sensitizer as measured by standard tests;
- A cleaning product may not be combustible;
- A cleaning product may not, as used, contain substances that contribute significantly to the production of smog, ozone or poor indoor air quality.

The volatile organic compound (VOC) content of a product, as used, may not exceed:

- 1 % by weight for general purpose and bathroom cleaners;
- 3 % by weight for glass cleaners;
- A cleaning product may not, as used, be toxic to aquatic life;
- A cleaning product may not, as used, contain more than 0.5 % by weight of total phosphorus;
- Each organic ingredient of a cleaning product must be readily biodegradable;
- A cleaning product may not contain alkylphenol ethoxylates, dibutyl phthalate, heavy metals or any ozone-depleting compounds. Any fragrances must be identified on the MSDS;
- Animal testing is discouraged;
- The product must be a concentrate;

- The product's primary packaging must be recyclable, unless the manufacturer provides for the return and refilling of its packages;
- The product manufacturer, distributor, or a third party must offer training or training materials in the proper use of the product;
- The product label must include detailed instructions on the product's proper use and disposal and on the use of PPE;
- The concentrated product must be demonstrated to work effectively when diluted with room temperature water using universally accepted test methods specified in the standard.

If a product to be used is not certified, the MSDS sheet will be evaluated against the components of the standard as listed above. Products may be checked for certification status at [www.greenseal.org](http://www.greenseal.org) (GS-37) or [www.ecologo.org/en/](http://www.ecologo.org/en/) (EcoLogo).

**Related Policies:**

*Health & Safety Policy*

Approved by the Innisfil Public Library Board, December 13, 2021, Motion Number: 2021.96

Supersedes Policy #2020-34, approved December 14, 2020, Motion # 2020.104; & Policy #2019-26, approved December 9, 2019, Motion #2019.88; & Policy #2014-19, Green Housekeeping Policy, October 20, 2014, Motion #2014.72