



Request for City Council Committee Action From the Department of Public Works

Date: October 12, 2006
To: Honorable Scott Benson, Chair Health, Energy & Environment Committee
Subject: **Low Environmental Cleaning Policy**

Recommendation:

- a) The City will follow a Low Environmental Impact Cleaning policy; and,
- b) The Purchasing Department , in cooperation with the City's Operating Departments, shall establish by January 1, 2007, and regularly update guidelines and specifications for purchase of environmentally sensitive cleaning products, and cleaning procedures regarding City facilities; and
- c) Products/procedures to the extent practical, must meet the minimum standards established by Green Seal, or alternative standards determined by the Purchasing Department to be equivalent; and
- d) The Purchasing Department shall disseminate to all City departments information on these guidelines, low environmental impact product specifications and sample lists for standard cleaning products that are commonly purchased by departments; and
- e) That if cleaning or disinfecting products must be used that do not meet the City's standards, Operating Departments must ensure that proper health and safety measures are utilized to limit human exposure and only the minimum product amounts are used and the product is disposed of properly. When applicable, bid specifications should require that suppliers, manufacturers and/or jurisdiction contractors and workers be trained in the proper use of cleaning and disinfecting products for worker health and safety, compliance with regulatory requirements, and cost-efficient product use and disposal; and
- f) That nothing contained in this resolution shall be construed with requiring products that do not perform adequately, or not available at a reasonable price (within 10% of existing product cost) in a reasonable amount of time; and
- g) Low Environmental Impact Cleaning practices shall be a requirement as part of all new and renegotiated leases for office space utilized by the City of Minneapolis; and
- f) Effective January 1, 2007 and that Purchasing and Public Works shall report regularly to the Environmental Coordinating Team as to progress/challenges

including environmental benefits, safety concerns and pricing issues and the first such report shall be no later than December 31, 2007.

Previous Directives:

Prepared by: Greg Goeke, Facilities Manager, 673-2706

Approved by:

Steven A. Kotke, P.E., City Engineer, Director of Public Works

Gary Warnberg, Director of Purchasing

Presenter: Gary Warnberg, Director of Purchasing
Greg Goeke, Facilities Manager - Property Services

Permanent Review Committee (PRC) Approval _____ Not applicable x
Policy Review Group (PRG) Approval X Not applicable _____

Financial Impact (Check those that apply)

- X No financial impact - or - Action is within current department budget (If checked, go directly to Background/Supporting Information)
- ____ Action requires an appropriation increase to the Capital Budget
- ____ Action requires an appropriation increase to the Operating Budget
- ____ Action provides increased revenue for appropriation increase
- ____ Action requires use of contingency or reserves
- X Business Plan: X Action is within the plan. ____ Action requires a change to plan.
- ____ Other financial impact (Explain):
- ____ Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

Community Impact

Neighborhood Notification: NA
City Goals: NA
Comprehensive Plan: NA
Zoning Code: NA

Background/Supporting Information

The City's Environmental Coordinating Team, as part of the City's Green Government Initiative, established a Green Purchasing and Green Operations teams to focus on moving the City's own municipal operations to more environmentally sound practices. With the City's long-term commitment to the environment, concerns over the health and welfare of our employees, citizens and visitors, and the City's interest in purchasing products that have low environmental impact. In 2004, the goal of converting the City's cleaning services to environmentally preferred products and procedures was established.

This staff report is in response to a request from the Chair of the Health, Energy and Environmental to the City's Environmental Coordinating Team to review the progress to date. Property Services convened a cross departmental team that included representatives from Public Works, Convention Center, Purchasing, Police, Fire and the Municipal Building Commission to define the current status and utilization of environmentally preferred cleaning practices and to determine the next steps in advancing the program for the City.

This staff report also addresses the organizational framework and functional responsibilities for providing environmentally preferred cleaning service for the operating departments of the City of Minneapolis. The staff report is limited to the City's own municipal operations.

Current Structure of Energy Management

Currently, in the City of Minneapolis, cleaning services are de-centrally managed at the departmental level. There is no single operating department responsible for cleaning services on an enterprise basis. Internal cleaning operations exist with the Convention Center, Public Works, Police, and Fire Departments. The Municipal Building Commission provides cleaning services for the City Hall facility. Additionally, the City contracts for cleaning services in the Public Service Center and through the contract operator (AAMCO) in the parking (ramps) system. Cleaning services in leased spaces are typically provided by the building owner/manager.

Pockets of staff expertise in cleaning exist within the operating departments that are the largest providers of the services (Property Services divisions of Public Works, the Convention Center, the Municipal Building Commission, and the parking operator). These areas have dedicated staff who supervise the entire cleaning service and are responsible for all intended outcomes. Cleaning services in other areas such as Police, Fire, and parts of Public Works have management staff within the divisions who are generally responsible for a variety of services and assignments with cleaning services being a small portion of their overall tasks and assignments.

In general, with the City's decentralized model, operating departments have determined the appropriate level of service (performance measures, staffing, training, equipment and cleaning supplies) to meet their business needs.

Pilot Test Areas and Lessons Learned

In 2004, the Minneapolis Convention Center volunteered to be the first area to test environmentally preferred cleaning products. The Convention Center seemed a logical place due to the pressures of providing for the needs of event customers, expectations for appearance of the facility, controlling costs, and diversity of staff. The Convention Center has been able to convert a large number of their cleaning products to environmentally preferred products.

In 2005, Property Services volunteered as the second area of the City to test environmentally preferred cleaning products. Public Works facilities tend to have heavy staining and soiling, therefore providing a different challenge in cleaning. Property Services experience similar success as the Convention Center and has converted several product lines to environmentally preferred products.

In 2006, Public Works is in the process of converting contract cleaning services to environmentally preferred products. In May, the contract for the Public Service Center was converted and the ramp operator is in the process of converting.

The Municipal Building Commission (MBC) is also evaluating and converting product lines. They will be limited at this time by regulations required by the Department of Corrections (Adult Detention Center space) but is willing to work collaboratively with the City throughout the remainder of the City Hall building.

Staff felt it was extremely important to properly test items prior to full implementation for the entire City. Staff strongly believes that the environmentally preferred products must be: 1) effective in performance from a health and safety standpoint 2) readily available at a similar cost (per unit used) to traditional products, 3) utilize readily available standard equipment at a similar

cost 4) require similar amount of labor (per unit or area) and effort, 5) be available in concentrated (for mixing stations) or pre-mixed containers, 6) be colored coded, and 7) that the manufacturer provided appropriate training materials.

All groups are committed to continue to improve their cleaning operations and to continue to reduce their inherent impact to the environment.

What are the Barriers to Full Implementation?

Standards:

As with many environmentally preferred products there are many manufacturers that claim to be environmentally preferred. There are several governmental and non-profit institutions that review products to ensure that a variety of harmful chemicals are not included. Of the current standards institutes associated with the cleaning industry, Green Seal, a non-profit organization dedicated to safeguarding the environment, is the most widely recognized and the industry leader. The work team is recommending that the Green Seal standard be adopted as the standard for the selection and specification of low environmental impact cleaning products and supplies.

Standardization and Training:

In order to benefit from the economy of scale of purchasing and to be able to keep as custodial service providers current with an ever-changing and improving industry the work team recommends standardizing products lines across the enterprise whenever possible. Purchasing will convene the work group on a regular basis to standardized product lines where possible and to facilitate bidding processes to make the products readily available.

Available Products:

There are several cleaning situations that require traditional cleaning products in order to meet regulatory requirements. As an example, bleach is the standard product for safely managing blood and body fluids situations. The work group is committed and will continue to test alternative products as they become available.

What will be the Key Benefits of a Low Environmental Cleaning Program?

Low Environmental Impact Cleaning is part of the long-term strategy to transition our municipal operations to more environmentally preferred practices that not only reduce the City's impact on the environment but also reduce risks to our employees, citizens and visitors. Low Environmental Impact Cleaning practices also support several of the City's Sustainability Indicators. A comprehensive program will provide for all of the City's needs in organized and efficient manner.

Having an established work team with appropriate expertise will provide for improved communication and decision-making at the departmental level. Real and measurable progress will be more easily managed and achieved.

Development of standardized product lines, equipment, training, specifications, internal policies and procedures with associated internal education will provide for measurable progress and more rapid conversion.

Citizens Environmental Advisory Committee – Review

The Citizens Environmental Advisory Committee has reviewed this proposal and recommends the City's adoption, the use of Green Seal, and further recommends that Park and Library facilities adopt similar programs.