

## Cleaning Products

### Identify Requirement

- Identify a risk assessment and register.
- Ensure that your firm understands the staff training required to ensure the correct use of appropriate products and materials.
- Consider the chemicals used - can sustainable products be used instead?
- What sustainability/chemical standards do you apply for the materials used?
- Consider appropriate disposal methods after use of chemicals and cleaning products.
- How does your firm dispose of hazardous materials?

### Plan

- Request advice on foreseeable risks. How they will be managed? Who will take responsibility and ownership?
- Seek product data sheets for all chemicals on site. Reject those that do not comply with your agreed minimum standards.
- Consider selecting only suppliers that have achieved the ISO14001 environmental management standard.
- Familiarise yourself with other appropriate cleaning industry standards.
- Request alternative sustainable materials and products.
- Can cleaning cloths be washed on site?
- Plant and equipment will need maintaining, can this be kept to a minimum?
- Consider the fuel types of any specialist equipment required.
- Late night cleaning may mean that lights are left on overnight. Motion activated lighting could be installed.
- Methodology – assess the route taken by premises cleaners to minimise use of lighting air-conditioning.
- Ascertain the suppliers' travel policy. Do they use fuel efficient vehicles and encourage staff to use public transport?

## Select

- Consider the contractors approach to identifying and minimising risks.
- Do you want to specify minimum sustainability accreditation requirements?
- Is sustainability awareness within the company culture? Request case studies to demonstrate policies in practice.
- Does the supplier consider the environmental impacts of the materials and products that they plan to use?
- Ask how hazardous materials are disposed of.

## Manage

- Ensure ongoing appraisal of the contractors ability to continually identify and manage risks whilst minimising costs.
- Monitor hazardous material disposal.
- Audit the use of cleaning materials (volume & sustainability credentials) to ensure transparency.
- Ensure new staff are fully trained to follow best-practice processes.