
TOWN OF BROOKLINE
DEPARTMENT OF FINANCE
PURCHASING DIVISION

BROOKLINE, MA 02445

MEMORANDUM

TO: Board of Selectmen
School Committee

FROM: David Geanakakis, Chief Procurement Officer

RE: Environmentally Friendly Cleaning Products Policy

DATE: March 3, 2009

Pursuant to the Board of Selectmen vote on October 21, 2008, I am proposing the attached policy regarding the purchase and use of Environmentally Friendly (“Green Seal certified”) Cleaning Products for all Town and School buildings. A resolution, as presented in Article 12, was voted and approved by Town Meeting on November 19, 2008.

If you have any questions, please contact me at 617-730-2195.

Environmentally Friendly Cleaning Products Policy

March 3, 2009

Town and Public School Departments (“Brookline”) should purchase and use Green Seal certified cleaning products, including but not limited to: glass cleaners, neutral cleaners, and general purpose cleaners, in their all-purpose, wash room, multi-surface, and floor cleaning operations, provided that such products meet the necessary specifications of the proposed function and are cost effective.

Brookline will purchase and use Green Seal certified cleaning products, whenever they are sufficiently effective and cost competitive. These environmentally friendly cleaning products, when available, are as effective as existing, traditional cleaning products;

When no appropriate certified product exists, Brookline will choose cleaning products which best minimize negative impact to human health and the environment. Any questions regarding the appropriateness of a product will be resolved by the Purchasing Division;

If there is an increased cost of using Green Seal certified cleaning products, the Purchasing Division, in consultation with the Department requiring the product, will determine the best value, taking into account environmental and financial impact;

Brookline will exhaust the current supply of cleaning products first and no cleaning product will be given away or be disposed of. The current stock of cleaning supplies will be replaced with Green Seal certified or environmentally preferable cleaning products where available and appropriate. Departments will notify the Purchasing Division when their current supplies have been exhausted;

Brookline will ensure that staff responsible for building cleaning is properly trained to safely use and dispose of all cleaning products;

When negotiating or renewing contracts for cleaning services, use of Green Seal certified cleaning products will be taken under consideration by Departments and the Purchasing Division. Specifications for using Green Seal certified cleaning products will be included in new contracts, where appropriate and when cost effective;

Brookline will review its cleaning product purchasing decisions annually.