



Guide to Implementing a Green Program



BETCO'S GUIDE TO IMPLEMENTING A GREEN PROGRAM

As a leader in green innovation since 1990, Betco has developed numerous green cleaning programs for facility maintenance professionals. We know what it takes to implement a successful green cleaning program and this interactive guide shows you how in six simple steps. Supporting resources for Betco's interactive guide are available at Betco.com under the green cleaning section. Here you will find materials to help you complete each step discussed in the implementation process.

STEP 1 Obtain the Commitment

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For a green cleaning program to succeed, commitment from the CEO down is essential. You need the commitment of employees in all areas and all levels, from managers to cleaners, to building occupants. Help the management team understand what's in it for them:

- Define green and green cleaning.
- Explain the potential health and performance benefits.
- Explain the opportunity for improving occupant satisfaction and reducing complaints.
- Determine potential cost savings.
- Discuss the marketing and public relations benefits where applicable.
- Highlight possible risk reductions.



STEP 2 Develop a "Green Team"

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After you've received management's commitment, ask a variety of individuals to join a "green team" to make the transition happen. These are a few of the departments that may want to join your "green team":

- Operations
- Nursing Staff
- Infection Control
- Accounting
- Safety
- Training
- Administrators
- PTA
- Human Resources
- Purchasing
- Environmental Services
- Building Occupants



STEP 3 Evaluate Current Products and Procedures

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- Inventory current cleaning chemicals, equipment, tools, and supplies.
- Review current training programs.
- Conduct a general housekeeping walk through to gauge current cleanliness level.
- Survey employees and occupants.



STEP 4 Communicate

Notify all individuals internally and externally about:

- When the program will begin.
- The benefits of green cleaning.
- Changes that will occur.

It is important to establish effective communication during and after the implementation of the program.



STEP 5 Create a Pilot Plan

Now that you've committed to going green, organized an implementation team, reviewed current cleaning practices, and communicated the changes that will occur, you are ready to create a pilot plan. You will need to determine:

- Area(s) for pilot program.
- Personnel affected.
- Chemicals, equipment, procedures and supplies that will be changed.

The information provided in Betco's Green Cleaning Workbook is a great resource to assist with the creation of the pilot plan. The workbook recommends Betco products and training that will best suit your facilities needs. Lastly, document any unique concerns or challenges you encounter during the launch of the pilot program.

STEP 6 Monitor the Results

- Survey workers and occupants to see how they feel about the new green program.
- Identify successes and note items that need adjusting.
- Solicit feedback from those if any who were against "going green."
- Celebrate your accomplishment and share the results with other facility maintenance providers thinking of implementing a plan.
- Set new goals for the next phase of green implementation.



Online Resources to Implement Your Green Program

Visit www.betco.com to access online resources to assist in implementing your green program. Here you'll find additional documents that will help make going green easy for each step.

<p>STEP 1 Obtain the Commitment</p>	<ul style="list-style-type: none"> • Betco Green Cleaning Workbook • PowerPoint® presentation on Green Cleaning for end-users • Green Implementation PowerPoint®
<p>STEP 2 Develop a "Green Team"</p>	<ul style="list-style-type: none"> • Betco Green Cleaning Workbook
<p>STEP 3 Evaluate Current Products and Procedures</p>	<ul style="list-style-type: none"> • Green Survey • Staff/ Employee/ Occupant Survey
<p>STEP 4 Communicate</p>	<ul style="list-style-type: none"> • Sample press release to notify media • Letter template to notify building employees and/or tenants of new green changes • Sample letter of notification to cleaning employees • Green Signage
<p>STEP 5 Create a Pilot Plan</p>	<ul style="list-style-type: none"> • Green Implementation Priority List • Green Implementation Template • Betco Green Cleaning Workbook • Betco Green Cleaning Brochure • Green Signage • Equipment Maintenance Record • Training Attendance Record
<p>STEP 6 Monitor Results</p>	<ul style="list-style-type: none"> • Staff/ Employee/ Occupant Survey • Green Training Certificate



**INNOVATIVE
CLEANING TECHNOLOGIES**

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