

# CLEAN Environments Indoors and Outdoors

## [Your Organization] Just Got Healthier

Perhaps you have noticed the janitorial staff a bit more lately. That's because we're initiating a comprehensive new housekeeping program called Healthy High Performance Cleaning. The program is being instituted in all [number] facilities including the headquarters building on [location]. And the janitorial staff aren't the only ones who will be doing upkeep differently around the buildings.

Healthy High Performance Cleaning is a unique housekeeping program that selects products and implements procedures that are less harmful to the environmental. These programs also expose building occupants, visitors and housekeeping personnel to fewer health risks.

Programs that increase indoor environmental quality such as the one being implemented by [your organization] are proven to reduce absenteeism by as much as 23%, increase employee retention by as much as 12% and improve productivity by as much as 6%.

The program is a more focused approach on the selection of products and the way that they are used with environment health and safety in mind. And one more key difference: your participation as an occupant.

Only products that meet the standards set by such agencies as Green Seal are selected for a Healthy High Performance Cleaning program. Green Seal is an independent, non-profit organization that identifies and promotes products and services that reduce pollution and waste, conserve resources and habitats, and minimize global warming and ozone depletion. The Healthy High Performance Cleaning program we are using from JohnsonDiversey, an environmental leader in the cleaning industry, was developed in consultation with Green Seal and The Ashkin Group, a leading independent consultant on green cleaning. Product selection, however, is only the first step.

In addition to products, there are also procedural changes. The housekeeping staff will adhere to strict, regimented practices for everything they do, from cleaning a mirror to stripping the finish off the floor. There are also specific functions that building occupants can perform in order for the program to be most effective.

That's where you come in.

In the near future you will receive the tips and tools you'll need to do the right things in your specific work area as well as in various common areas that will help keep this a healthy high performance facility. Look for more information in future editions of this newsletter.



[Your Logo Here]