

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
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<i>Dr. John J. Brady</i> Superintendent	<i>Sheila F. Wycinowski</i> Director of Curriculum & Staff Development	<i>Deborah L. Farber</i> Director of Pupil Services	<i>Cynthia Ratchelous</i> Coordinator of Pupil Services	<i>Jack B. Levine</i> Director of Finance & Administration	<i>Jim Saisa</i> Director of Facilities
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Memo

Date: 1/11/07
Issued to: All Faculty and Staff
From: Jim Saisa, Bob Slie, Richard Dellinger, Ed Goldstone
Reference: Green Cleaning Initiative and Tools for Schools

Dear Staff,

We are pleased to announce that our school district is going to be introducing a “Green Cleaning” program, also known as cleaning for health in the school system. Recently three members of the Amity Education Association, Jack Levine, and Dr. Brady attended a conference concerning Indoor Air Quality and Tools for Schools. The AEA is working in conjunction with the administration to establish practices that will help keep our schools healthy. There are a number of practices in our daily processes that have been identified by the Green Clean initiative and Tools for Schools for change, so we can establish best practices for cleaning and personal behaviors. With the concerted effort of the custodial staff, our students and each of you, these changes will be easily achieved and maintained.

The custodial staff will be going through in-depth training and will be given new cleaning equipment and safe chemicals to assist in the maintenance of the facility. Training, safe chemicals, and new equipment are only a piece of the Cleaning for Health process. We need your assistance in making this work. Starting tomorrow, we are asking that you assist in changing your student’s behavior in the classroom and throughout the school.

These changes are:

- No food or drink outside of designated areas (excluding water)
- Classroom chairs put on top of desks at the end of the day and desks put in proper alignment
- At the end of each class, please have students clean up around their desk or work area and put trash in the proper receptacles
- Move trash container next to the door at the end of the day
- Students will clear their trays and trash in the cafeteria
- Students at the end of the day will put their chairs on the cafeteria tables (as applicable)
- Please do not bring in commercial cleaning supplies for your classroom; standardized cleaning chemicals and supplies will be provided by the District for teachers

In addition, please observe the following protocols to ensure we are promoting excellent hygiene and air quality in our buildings:

- Please do not have live plants, upholstered furniture, or area rugs in the room
- Please do not use deodorizers or room freshening sprays
- Avoid use of strong perfumes or colognes
- Report potential problems promptly (i.e. wet ceiling tiles, condensation etc.)
- Keep windows and outside doors closed to allow HVAC system to function properly
- Report any insects/pests found in classroom
- Please keep clutter off of the floors
- Staff will clean their own desk and schedule computer cleaning with technology

By being positive role models, we can affect positive school change and create an environment in which we will all enjoy working.

It is our intent at Amity Schools to provide the healthiest and cleanest possible school environment for all who use our buildings. We are committed to this process and we need you to be as well. We will be implementing our Green program over the next few weeks and look forward to working together to fulfill our goals.

If there are any problems with the changes in our daily process, please let us know and we will be happy to meet and discuss them with you. Thank you for your anticipated assistance.