


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Resource/Consumables Use		Procedure No: 12
Date issued: 03.04.00	Last revised: 16.8.05	Revision No: 05.0
ISO 14001 reference: 4.4.6		
O M reference: None.		
Related procedures: <ul style="list-style-type: none"> ▪ Procedure 19 - Maintenance of Register of Applicable Legislation and Other Requirements ▪ Procedure 13 - Training ▪ Procedure 11 - Purchasing in-house ▪ Procedure 15 - Waste Management ▪ Procedure 9 – Site Management 		

1. Purpose

- 1.1 To provide an overview of the responsibilities and practices relating to the use of resources and consumables used by Vacman Cleaning Ltd.

2. Scope


- 2.1 This procedure covers the requirement to ensure that resources and consumables, additional to utilities, are used in a responsible manner to minimise the environmental impact.

3. Definitions

- 3.1 Resources - assets of all kinds employed during the activities of Vacman Cleaning Ltd.
- 3.2 Consumables - disposable items that are likely to be replaced on a frequent basis.
- 3.3 Environmentally preferable products – products that are less harmful to human health and the environment when compared with competing products that serve the same purpose.

4. Responsibilities


- 4.1 The Managing Director is responsible for providing guidance on environmentally preferable products.
- 4.2 Site Supervisor and Site Managers are responsible for ensuring that instructions to comply with this procedure are issued to all their staff and that checks and reviews are maintained and documented.

Vacman Cleaning Ltd	
Environmental Management System	

- 4.3 Site Managers /Supervisor are responsible for monitoring and reporting consumption of paper and toner cartridges to the Managing Director .
- 4.4 Site Managers are responsible for the management of cleaning equipment and materials.
- 4.5 The Managing Director is responsible for the overall management of IT and related equipment.
- 4.6 The Managing Director is responsible for collating monthly paper data for the and for maintaining records.
- 4.7 It is the responsibility of all persons to ensure that they comply with the provisions of this procedure in so far as they relate to matters within their control.


5. Procedure

- 5.1 Appropriate resources will be provided for the required tasks to allow efficient operation with minimum wastage.
- 5.2 Use of cleaning equipment, materials and other equipment will be restricted to authorised users, and clear instructions will be given in correct and efficient use.
- 5.3 All equipment will be configured to make full use of power-saver modes whenever appropriate and switched off when not in use.
- 5.4 All consumables will be allocated in accordance with the Consumables policy (April 2005), attached as Annex A to this procedure.
- 5.5 The purchase and use of cleaning chemicals will be minimised and will be strictly in line with the instructions provided by the manufacturer and COSHH legislation.
- 5.6 The use of plastic containers containing cleaning fluids will be minimised and any requisition should consider whether a larger container would be more appropriate and could avoid the use needless packaging.
- 5.7 Environmental effects should be considered when purchasing all materials and consideration should be given to products that will carry out the job as effectively without damage to the environment.
- 5.8 Products containing CFC's are to be avoided.
- 5.9 Recycled Janitorial paper products are to be used in favour of the use of any other paper products.
- 5.10 Recycled cloths, mop heads, dusters etc are to be purchased in favour of any other products.
- 5.11 Electrical consumption of machines will considered when purchasing cleaning

Vacman Cleaning Ltd	
Environmental Management System	

equipment and whole of life costs considered for all cleaning equipment.


- 5.12 The use of paper for internal and external communications will be minimised in favour of the use of electronic media and the worldwide web.
- 5.13 To reduce the impact of paper usage, double-sided photocopying printing will be adopted whenever possible and practical.
- 5.14 Paper with a recycled content will be utilised, wherever practical.
- 5.15 Envelopes will be re-used for internal mail, wherever possible.
- 5.16 The quantity of paper consumed and ordered will be recorded monthly.
- 5.17 The number of toner cartridges consumed and ordered will be recorded monthly. Print Cartridges will be sent to CHAS Scotland for recycling.
- 5.18 Non-confidential paper waste will be re-used for scrap or otherwise recycled, wherever practical. Confidential paper waste will be shredded prior to disposal.
- 5.19 Stationery products with a recycled content, including paper and toner cartridges, will be used wherever possible, in accordance with the procedure on in-house purchasing.
- 5.20 Items that cannot be re-used, recycled or have become surplus to requirements shall be classified accordingly and dealt with in line with the waste management procedure.
- 5.21 All resources and consumables shall be suitably protected, stored and maintained to minimise wastage and the potential for corrosion, leakage or other causes of uncontrolled releases.
- 5.22 All tasks will be reviewed and monitored on a regular basis to check that prohibited substances (e.g. substances on the "The Red List", CFCs), are not being used, and whether alternative procedures are required to control the use of excessive or undesirable materials.
- 5.23 The use of battery powered equipment will be avoided wherever possible, for example by choosing solar, mechanical or mains voltage electrical products.
- 5.24 Where batteries are essential, preference will be given to rechargeable batteries (e.g. nickel metal hydride NiMH). Batteries containing mercury (in excess of 0.0005% by weight) will not be used, and those containing other environmentally hazardous materials (e.g. lead, cadmium) should be avoided.
- 5.25 Spent batteries should be recycled if a suitable outlet can be found, or otherwise disposed of safely.
- 5.26 Broken mobile phones are to be returned to the office and sent to Childrens Hospice Association Scotland for refurbishment
- 5.27 Spent batteries in portable electrical equipment will be returned to office locations for appropriate disposal.

Vacman Cleaning Ltd	
Environmental Management System	

6. Further References

7. Record Forms

None.

Vacman Cleaning Ltd	
Environmental Management System	

Annex A

Purchasing policy


1. Overall aim

This policy describes how equipment and consumables will be purchased and allocated to staff working in Vacman sites. It supports the Company's environmental policy and environmental purchasing policy.

The aim of this policy is to ensure that all staff have sufficient access to equipment and consumables whilst ensuring that the total is kept to a minimum to ensure resource efficiency and compliance with the Company's existing policies, procedures and targets (e.g. to reduce electricity, chemical and paper consumption).

2. The policy

- All cleaning equipment and machinery will be purchased based upon sound environmental principles and whole life costings
-
- All machines are a shared resource. No site should hold machinery that is not in regular use.
- Products containing CFC's are not to be used under any circumstances
- The purchase of bleach (chlorine) is to be avoided unless a clear practical case has been made for it's use on any site.
- Chemicals should be purchased in quantities that reduce the use of plastic containers and packaging.
- Liquid Soap Dispensers purchased must be capable of refilling without the need for plastic cartridges.
- Where powdered forms of cleaning agents are available liquid forms should be avoided.
- Recycled janitorial paper products are to be favoured and will be purchased based upon sound environmental principles and whole life costings.
- Recycled cleaning cloths and dusters will be purchased based upon sound environmental principles and whole life costings.
- Recycled mop heads are to be favoured will be purchased based upon sound environmental principles and whole life costings.
- Recycled bin liners and Black Bags are to be favoured and will be purchased based upon sound environmental principles and whole life costings.

Vacman Cleaning Ltd	
Environmental Management System	

- One colour printer will be provided per team. If there are more than eight people in a team in one office, a second black and white printer can be provided.
- Double-sided printers will be placed where there is greatest environmental savings.
- Where appropriate recycled printer cartridges and printers that take recycled printer cartridges will be purchased.
- All requests for printer cartridges, including homeworker requirements must go via the Managing Director.
- All printer cartridges are to be recycled. This includes printer cartridges used by homeworkers which should be returned to the nearest office.

3. Implementation

The Managing Director will implement the policy, in consultation with the Supervisors and Managers where relevant.

4. Environmental appraisal

An environmental appraisal of this policy has been undertaken. The outcome of the appraisal is that the policy will produce a number of environmental benefits.

5. Evaluation and review

The policy will be periodically reviewed to ensure it is dealing with the issues it was designed to address.

6. Distribution

The policy will be distributed to all staff via the minutes of site meetings held in each office.