



Operations Manual

Governed By: Facilities	Effective Date: (8/9/2013)
Procedure: Cleaning Chemicals # 7	Updated Last: (8/9/2013)
Purpose: To insure the safety of CEO staff, children, and clients	
Refer to Policy #	

Summary: The Facilities Department will provide any and all cleaning chemicals for all CEO buildings. **NO** other cleaning agents will be allowed to be brought in to any of our facilities without the approval of the Facilities Manager.

- Center Managers must send a work order to the facilities department requesting cleaning chemicals for their centers.
- All cleaning agents the facilities department provides is accompanied with an MSDS sheet that can be found in the Center Managers office in the MSDS binder.
- We use a “Green Friendly” cleaning system in each of our centers that is hypoallergenic. We have children in each of our centers that have a food, animal, or plant allergies. Most cleaning agents are made with one or all of these so it is important that this policy is followed to the letter.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary:



Operations Manual