

NOMINATION FORM

Nominee Information

Public Sector Procurement Project ----Kawartha Pine Ridge District School Board Going Green

Team Name--- Green Team

Team Leader--- Colin Munro (Manager of Operations)

Organization --- Kawartha Pine Ridge District School Board

Team participants---Colin Munro, Steven Cook, Donna Sorrell, Brian Killen, Bonnie McCrimmon, John Lindsay, Deb White-Hassell, Mark Allen, Jane Nahrgang, Ken Wilford, Kevin Edwards, Dan Steward, Ian Dinnage, Greg Sleep, John Baker, Cameron Sutherland, Mike Shupka, Andy Bowes

Category of public sector ---academic sector (schools and universities)

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Nomination submitted by

Name---Donna Sorrell

Title---Custodial Supervisor (Eastern Area)

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Certification

To the best of my knowledge, I certify that the information provided is accurate and true.

Signature ____Donna Sorrell

Date June 25, 2009

Structure of the submission

The nomination form must be accompanied by an overview of the project you wish to profile. We provide you with the following outline

to help you structure your submission. You are welcome to include additional information that you feel is pertinent but the submission

should not exceed five (5) pages. If you have any questions, please contact us at award@summitconnects.com.

Project objectives

Brief description of the project

Summary of project experience – How did it go?

Contribution of project to key criteria:

- high degree of innovation – new ideas or approaches in either operational or policy settings;
- measurable and significant benefit – savings, efficiency and effectiveness, satisfy the stated objectives of the project;
- transferability – the central idea or approach shows some promise for being used in other areas of the public sector;
- advancing professionalism within the community.

The submission must include a letter of reference from a senior manager or procurement supervisor on the project – someone

other than the team leader submitting the nomination.

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Objective:

To develop and implement a 'program' that creates the healthiest and most productive facility possible for the custodians, facility occupants and visitors while minimizing adverse impacts on the environment.

A Green program must be comprehensive, integrated and tailored to the specific needs of the facilities occupants, available resources along with the cleaning supplies, tools and equipment used to maintain the facility. Training and work loading are also key components of a program

10 steps our team took to becoming a Green School Board**Step One :**

Reach an agreement on what you plan to achieve. Be specific with 'what, when and how'.

Step Two:

Build a team that includes representation from the stakeholders (i.e. management, custodial staff, purchasing, and school board trustee)

Step Three:

Conduct baseline surveys that form a starting point from which to measure change/improvement. This should include an inventory of cleaning supplies, tools and equipment. Also included should be appraisals of overall housekeeping quality, procedures, training, frequencies, problems, complaint records etc.

Step Four:

Develop a plan that outlines priorities and what needs to get done.

Step Five:

Get everyone on board and involved. It is important to have all parties included in the process, gaining understanding of what, how and why things are being done. It is critical to find a 'champion' to help you sell your program.

Step Six:

Acquire 'Green' products and equipment.

Step Seven:

Organize training of your new green products to secure adoption of and learn the most efficient procedures and techniques on their use. The key to training is in small groups, conducted in the field with lots of 'hands on' instruction.

Step Eight:

Implement your new program. It is important to get things done, something/anything. Look for and find an early success story that you can build on.

Step Nine:

Take and share the responsibility. Ensure all stakeholders have a responsibility to support and sustain the new program.

Step Ten:

Communicate. Share progress consistently with all stakeholders. Ask for feedback and respond to every question and suggestion. Look for a 'champion' to use as an example and ambassador of your program and successes.

It was Colin Munro's vision and plan that changed our thinking and made Kawartha Pine Ridge District School board healthier and Greener.

Almost 2 years ago, Colin recognized the importance of being more environmental, and reducing our carbon foot print and ensuring the workers and the students were healthier. He put his plan in place by forming a committee, made from custodians, supervisors, purchasing and a school board trustee.

We looked at the operations of our 80 elementary schools, 16 secondary schools, 125 portables and 8 administration sites.

We discovered we were using 14,000 litres of floor finish, 5,200 litres of floor stripper, 1,300 litres of floor deep scrub, 59,000 litres of degreaser, 165,000 litres of general purpose cleaner, 1,800 litres of glass cleaner and 165,000 litres of disinfectant per year in our school board.

We were concerned for students and staff and for wildlife and environment, public pressure, concerns for future generations and our moral consciousness.

With Colin leading the committee we looked at what we wanted to tender in the prequalification process. We wondered could anybody help us to be greener, would it work, would it be cost effective. We received four respondents with only 2 companies meeting our requests.

We then set up 4 test site in schools where the companies placed not only the chemicals but green equipment (auto scrubbers, loop mops made from plastic pop bottles and micro fibre clothes and dry mops). They also replaced can liners and recycle bags with bags that were bio-degradable. Evaluations were done on both companies on Environmental impact, odor (scent of product), Quality, Effectiveness and Packaging and Labeling. We then analyzed the following to make our decision on what company would be working with us to make us a Green School Board.

- Product Quality
- Pricing
- Reporting
- On-line ordering system
- Support
- Customer service
- References

- Capabilities
- Overall Green
- Training
- Implementation
- Value added Items
- Experience
- Insurance
- Terms and conditions

The feed back from the custodians using the products was key to the success of this project. Working with the supplier we were able to come up with solutions.

We brought all 300 custodians together for a Professional Development day and the focus was Green. We had guest speakers explain green washing and the benefits to working with products that were Green Certified.

The custodians that sat with Colin on the committee to work towards a Green Certified School Board also took part in this professional development day speaking to their peers about the process and how successful the products had been during the testing period and the importance of going green. It was very important to Colin that we have buy in from the custodians at the sites in order for this change to be successful.

The role out process was another opportunity for us to give them information about the new products and speak about how they are safer for them the workers, students, staff and the environment.

We had 4 meetings (smaller groups) with all custodians with help from our new supplier to explain what products were replacing the old products and usage. Custodians were able to have all their questions answered and were excited about the healthy change. All new products started to arrive at the Elementary schools and old product was removed and taken to the Secondary Schools to be used.

On June 18, 2009 at a Board meeting the following statement was made by Diane Lloyd (Chairperson of the Board) after a plaque was awarded to Kawartha Pine Ridge District School Board by Swish Canada for our program being a success.

“We are concerned with our carbon foot print and making environmentally responsible choices for our student and communities,” says Diane Lloyd. “Thanks to Swish Canada, we’ve been able to make a great deal of progress in a short time, and we’ll now move forward with our secondary schools.”

In closing as Kermit the frog says (its not easy being green) but Colin had the vision for Kawartha Pine Ridge District School Board and then the team made it happen.

June 25 2009

To Whom it may concern,

I am writing this letter of reference about the Green Team committee I was part of. I was excited about being part of this committee and the positive change it would make not only to the employees of Kawartha Pine Ridge District School Board but also to the students, and all other community groups that use our facilities.

Colin Munro was the team leader and had a very clear vision on what we were to achieve, he lead our team and supported the project at each step.

Colin worked closely with the schools that were the test sites, to ensure they were happy with the products we were testing and they were accomplishing the standard of cleanliness we provide.

It was key that we have the buy in from all our stakeholders in order to be successful, and this was done by the green team committee working closely with the school. We also had Swish provide onsite training to all custodial staff so they understood how to use the products and the importance of the green program and to answer any question they may have.

I have been given feed back from the 23 schools I supervise and they are very pleased with the new products and how well they work and most of all how they are healthier for them to use.

Knowing that I was part of the team that was also reducing our carbon footprint was rewarding. It is important to me that we leave this planet healthy for our future generations, and our schools healthier for all.

Thank you

Donna Sorrell