

TRAINING TOPICS

Module Name & Content Overview

Module 1: Intro to Building Sustainability & Green Certification (6 Hours)

1. What is “green” and why should we care?
2. Overview of need for buildings to become more sustainable, greener, and healthier.
3. Introduction to “green” initiatives that impact buildings:
 - Los Angeles Municipal Green Building Policy overview,
 - Review of Green LA Plan,
 - Better Buildings Challenge,
 - Sustainability and LEED, and
 - Benefits of Sustainability for Building Owners.
4. Role of janitors in helping buildings meet sustainability and health goals.
5. Communicating about “green” initiatives with tenants and co-workers.

Module 2: Green Cleaning (5 Hours)

1. What is “green” cleaning and examples of this process?
 - Addressing the “smell” of clean and why this is a paradigm shift.
2. Certifications for “green” cleaning products, tools, and processes.
 - Green Seal, EcoLogo, UL Environment,
 - Cleaning chemicals as “green” certified, and
 - Microfiber rags and mops.
3. Analysis and conversation about what janitors already use on the job.

Module 3: Energy Conservation (6 Hours)

1. As a “green” champion, the power is in your hands.
 - Case study on the *Eyes & Ears Program* at one worksite.
2. Ways a building utilizes energy and what janitors can do to help conserve energy.
 1. Energy efficiency,
 2. Best practices janitors can support on the job,
 3. Summer vs. winter energy costs,
 4. How janitors and tenants can partner to support “green” energy policies,
 5. How to communicate building energy initiatives.
3. Energy Hunt
Janitors practice identifying potential “energy” drains on the building.

Review & Mid-Term Exam (1 Hour)

1. Review content from modules 1-3 to prepare for the final exam.
2. Complete and score the exam.

Module 4: Recycling & Waste Diversion (5 Hours)

1. Why is it important to reduce waste?
 - Where does trash go when it leaves your house and workplace?
 - Concept: Cradle to Grave (and where the janitor can play a role).
2. Dumpster Diving
 - Evaluating the building's waste stream from the janitors' point of view.
3. Waste Reduction Strategies
 - Costs & benefits to waste reduction strategies,
 - 3R's (reduce, reuse, recycle), and
 - Steps to maintaining and supporting an effective recycling program.

Module 5: Health & Safety Janitors (2 Hours)

1. What can janitors do to protect themselves from workplace injuries as the building "goes" green?
2. Ergonomics & the Worker
 - Pushing, Pulling, Lifting, Reaching, Bending, etc. and "green" processes,
 - Avoiding workplace injuries by using "green" tools and products.
3. Protecting yourself and others against:
 - Chemical hazards,
 - Electrical hazards,
 - Slips and falls.

Module 6: Water Conservation (4 Hours)

1. Why is water conservation in commercial buildings important and what can janitors do to help identify water wasters?
2. Examples of water use in building.
3. Ways to save water on the job & LEED Conservation Strategies.
4. Water Hunt.

Review & Final Exam (1 Hour)

1. Review content from modules 4-6 to prepare for the final exam.
2. Complete and score the exam.