



# The New Zealand Ecolabelling Trust

## Licence Criteria for Fitness Centre Services

**EC-52-12**

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## Specification change history

Minor clarifications, corrections or technical changes made since the specification was last reviewed and issued in February 2012.

| Date | Version | Change |
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# 1 Introduction

Environmental Choice New Zealand (ECNZ) is an environmental labelling programme which has been created to help businesses and consumers find products and services that ease the burden on the environment. The programme results from a New Zealand Government initiative and has been established to improve the quality of the environment by minimising the adverse and maximising the beneficial environmental impacts generated by the production, distribution, use and disposal of products, and the delivery of services. The programme is managed by the New Zealand Ecolabelling Trust (The Trust).

ECNZ operates to the ISO 14024:1999 standard "Environmental labels and declarations – Type I environmental labelling – Principles and procedures" and The Trust is a member of the Global Ecolabelling Network (GEN) an international network of national programmes also operating to the ISO 14024 standard.

ISO 14024 requires environmental labelling specifications to include criteria that are objective, attainable and verifiable. It requires that interested parties have an opportunity to participate and have their comments considered. It also requires that environmental criteria be set, based on an evaluation of the environmental impacts during the actual product or service life cycle, to differentiate product and services on the basis of preferable environmental performance.

The life cycle approach is used to identify and understand environmental issues (adverse or beneficial impacts) across the whole life of a product or service (within a defined product or service category). This information is evaluated to identify the most significant issues and from those to identify the issues on which it is possible to differentiate environmentally preferable products or services from others available in the New Zealand market. Criteria are then set on these significant and differentiating issues. These must be set in a form and at a level that does differentiate environmentally preferable products or services, is attainable by potential ECNZ licence applicants and is able to be measured and verified. As a result of this approach, criteria may not be included in an ECNZ specification on all aspects of the life cycle of a product or service. If stages of a product or service life cycle are found not to differentiate environmentally preferable products or services, or to have insufficient data available to allow objective benchmarking in New Zealand, those stages will not generally be included in criteria in the specification. For some issues, however, (such as energy and waste) criteria may be set to require monitoring and reporting. These criteria are designed to generate information for future reviews of specifications.

The Trust is pleased to publish this specification for Fitness Centre Services. The specification has been published to take account of substances and processes harmful to the environment, energy management and consumption of resources.

This specification sets out the requirements that Fitness Centre Services will be required to meet in order to be licensed to use the ECNZ Label. The requirements include environmental criteria and service characteristics. The specification also defines the testing and other means to be used to demonstrate and verify conformance with the environmental criteria and service characteristics.

This specification has been prepared based on an overview level life cycle assessment, information from specifications for other services from other GEN-member labelling programmes and relevant information from other ECNZ specifications.

This specification is valid for a period of five years. Twelve months before the expiry date (or at an earlier date if required), The Trust will initiate a further review process for the specification.

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## 2 Background

The fitness industry is made up of around 300-360 club operators within New Zealand<sup>1</sup>. The types of businesses that make up the fitness industry include large stand alone clubs, franchises, large club chains, council gyms, university recreation centres, community clubs, women only clubs, working men's clubs and corporate clubs. It is estimated that around 8-9% of New Zealanders hold a gym membership at any one time.

Fitness centres offer a wide range of solutions to members, some of which include weight loss, muscle toning, cardiovascular fitness, stress management, and injury prevention/rehabilitation.<sup>1</sup>

Fitness centre services can include, cardio equipment (treadmills, crosstrainers, etc), weight machines, a free weights area, group fitness workouts, resistance training aids, and access to supplementary fitness aids such as swiss balls, medicine balls, boxing equipment etc and personal training options. Toilet and shower facilities are an essential part of most fitness centres.

Most fitness centres offer a flexible workout timetable and so operate outside of the traditional workday hours –operating an extended workday anywhere from 12 hours a day to 24 hours a day 7 days a week.

Fitness centres can have an impact on the environment in a number of ways including:

- energy consumed by, powered equipment; embodied in the materials used in gym equipment, fitness centre fitout, or consumables used; and operational consumption (i.e. use of air conditioning, heating systems and lighting);
- water use for showers and cleaning;
- air and water quality; cleaning chemicals, particularly disinfectants, can have a detrimental effect on water quality in the environment and can emit volatile organic compounds (VOCs) which can have a negative effect on indoor air quality and cause respiratory problems. In the USA, cleaning products are reported as responsible for approximately 8% of non-vehicle emissions of VOCs<sup>2</sup> and the US Environmental Protection Agency reports common organic pollutants to be 2-5 times higher indoors than outdoors in both rural and industrial areas<sup>3</sup>; and
- the types of materials used in the fitout of fitness centres and in the production of gym equipment can also place a significant burden on the environment. The most important impacts are related to sourcing and producing the materials that are used in the fitout or to manufacture gym equipment. Any hazardous substances used in manufacturing can also become incorporated in these materials and can result in discharges from the finished product which can have adverse effects on human health during use (for example heavy metal use in electronics).

Fitness centres have the opportunity to contribute positively by careful and considered procurement policies of equipment, cleaning chemicals, consumables and services and by actively participating in energy and water conservation reviews and processes.

Based on a review of currently available information, the following category requirements will produce environmental benefits by:

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<sup>1</sup> A profile of the New Zealand Fitness Industry (article) May 2009 New Zealand Institute of Health and Fitness. [www.nzihf.co.nz](http://www.nzihf.co.nz) (media resources) and Fitness New Zealand [www.fitnessnz.co.nz](http://www.fitnessnz.co.nz)

<sup>2</sup> Clean Air Counts, 2006

<sup>3</sup> USA Environmental Protection Agency- indoor air quality: <http://www.epa.gov/iaq/voc.html>

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- improving energy use efficiency and conservation;
- improving water use efficiency and conservation;
- reducing hazardous substance use, discharges and emissions to the environment;
- reducing the exposure of people to hazardous substances;
- encouraging the use of renewable resources and sustainable management of renewable resources; and
- minimising waste.

As information and technology change, category requirements will be reviewed, updated and possibly amended.

### 3 Interpretation

**Disinfecting** means the process of killing the majority of microorganisms (bacteria, viruses) on an article. Disinfecting significantly reduces the level of microorganisms but does not sterilise.

**Energy Management Programme** means a programme to achieve and sustain efficient and effective use of energy including policies, practices, planning activities, responsibilities and resources that affect the organisation's performance for achieving the objectives and targets of the Energy Policy.

**GEN** refers to the Global Ecolabelling Network.

**HSNO** means the Hazardous Substances and New Organisms Act 1996.

**ISO** means International Organisation for Standardisation.

**Label** means the ECNZ Label.

**PPE** means personal protective equipment, e.g. gloves, goggles etc.

**Recycled** includes:

- **Post-Consumer:** Material generated by households, or by commercial, industrial and institutional facilities in their role as end-users of a product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.
- **Pre-Consumer:** Material diverted from the waste stream during a manufacturing process. Excluded is re-utilisation of materials such as rework, or scrap generated in a process and capable of being reclaimed within the same process that generated it.

**SDS, (Safety Data Sheet)** means a document that describes the properties and uses of a substance, that is, identity, chemical and physical properties, health hazard information, precautions for use and safe handling information in accordance with the New Zealand Chemical Industry Council – Preparation of Safety Data Sheets Code of Practice.

**Surfactant** means any substance that is intended to reduce surface tension thereby helping water to surround and remove soils from surfaces.

**Volatile organic compound (VOC)** means any organic compound which has a vapour pressure more than 0.1mm Hg at 25 °C. Organic compounds with a boiling point higher than 250 °C, measured at a standard pressure of 101.3 kPa, are not considered to be VOCs.

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**Waste Management Programme** means a programme to achieve and sustain efficient and effective minimisation and disposal of waste including policies, practices, planning activities, responsibilities and resources that affect the organisation's performance for achieving the objectives and targets of the Waste Policy.

**Water Management Programme** means a programme to achieve and sustain efficient and effective use of water including policies, practices, planning activities, responsibilities and resources that affect the organisation's performance for achieving the objectives and targets of the Water Policy.

## 4 Category Definition

This category includes services provided in individual fitness centres (an indoor space which houses exercise equipment for the purpose of physical exercise) including those within:

- large club chains;
- franchises;
- corporate clubs;
- council gyms;
- university recreation centres;
- community clubs; or
- personal training studios.

Cafes, crèches and swimming/spa pools run on the same premises are not included within the category definition.

Specifically excluded from the category definition are sports clubs, (athletics club or sports associations) sports grounds, (outdoor courts, sports fields, athletic facilities) and recreational centres (such as swimming pool complexes).

The fitness centre may be part of a wider complex as long as it can be identified and managed as a separate component for the purposes of the ECNZ licence. The wider complex is excluded from being licensed under this specification.

**Note:** An ECNZ licence applies specifically to each individual fitness centre that has demonstrated it meets the requirements of this specification and is not an endorsement for all fitness centres of a franchise or club chain unless they have also demonstrated that they meet the requirements of this specification.

To be licensed to use the Label, a Fitness Centre Services must meet all of the environmental criteria set out in clause 5 and service characteristics set out in clause 6.

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## 5 Environmental Criteria

### 5.1 Legal Requirements

#### Criteria

The fitness centre must comply with the provisions of all relevant environmental laws and regulations that apply to its facilities and operations.

#### Verification Required

Conformance with this requirement shall be demonstrated by providing a written statement on regulatory compliance, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by documentation identifying the applicable regulatory requirements and demonstrating how compliance is monitored and maintained.

#### Explanatory Notes

Relevant laws and regulations could, for example, include those that relate to:

- zoning regulations around activity and use;
- sourcing, transporting, handling and storing and use of materials or equipment for provision of the service; and
- handling, transporting and disposing of waste products (including waste water) arising from service provision.

The documentation required may include, as appropriate:

- procedures for approving and monitoring suppliers and supplies;
- information provided to customers and contractors regarding regulatory requirements.

It is not intended to require licence holders to accept increased legal responsibility or liability for actions that are outside their control.

### 5.2 Procurement

#### 5.2.1 Procurement Policy and Record Keeping

#### Criteria

- a The fitness centre must have and effectively implement a procurement policy covering, but not limited to, gym equipment and accessories, cleaning chemicals and cleaning contracts, powered equipment and consumables used (ie sanitary paper and toiletries). It should also include materials and products used in refurbishment and/or maintenance of the fitness centre facility.
- b The procurement policy must give preference to products licensed by ECNZ when these are available. Where an ECNZ licensed product or service is not available, the fitness centre shall request, record and review details of any other environmental credentials from the supplier.

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- c The procurement policy shall also address the product specific requirements set out in clauses 5.2.2– 5.2.4.
- d The fitness centre must establish and maintain a list and key information about gym equipment as set out in the Table 1 in Appendix A including;
  - cardio and weight machines (including spin bikes);
  - free weights;
  - weight benches; and
  - gym aids (balls, mats, resistance bands, boxing equipment including equipment used for group fitness, etc).
- e The fitness centre must establish and maintain registers of all chemicals, cleaning products and consumables used as set out in Table 2 Appendix A.
- f The fitness centre shall provide annual reports to The Trust on the implementation of its procurement policy and include the information required from the product specific requirements in 5.2.2 to 5.2.4 and current gym equipment list and cleaning chemical register.

**Note:** Future revisions of this specification are expected to set minimum proportions of ECNZ licensed products to be purchased as more products become licensed. ECNZ licensed products may include but are not limited to, paper, chemical cleaning products and contract cleaning services, sanitary paper products, plastic bags, soaps, toiletries and other consumables, printers/photocopiers, furniture, flooring and paint.

### **Verification Required**

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- completed equipment tables (Appendix A);
- the fitness centre’s procurement policy;
- annual reports on its implementation; and
- any environmental credential information available for the products purchased.

Where it can be demonstrated that any of the procurement criteria in 5.2.1 are outside the control of the fitness centre, evidence should instead be provided of efforts to influence the purchaser (ie cleaning chemicals purchased by the cleaning contractor).

### **Explanatory Notes:**

An annual report on the implementation of the procurement policy is expected to include:

- brief descriptions of why particular products were purchased;
- any environmental credentials they may have; and
- explain any trends in quantities purchased such as increased purchasing due to centre expansion, increased member use, etc.

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## 5.2.2 Purchase of Electronic and Powered Gym and Office Equipment

### Criteria

- a The fitness centre's procurement policy must have a preference for purchasing energy efficient equipment and electronic gear and to monitor technology and product developments that could improve energy efficiency.
- b The fitness centre must:
  - i. maintain a register of the manufacturer's stated power consumption data for each piece of electronic or powered equipment; and
  - ii. provide an annual report to The Trust including information on manufacturer's stated power consumption of equipment, the fitness centres review of the technology and procurement/performance of new equipment.

### Verification Required

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- a copy of the register; and
- inclusion of the technology review within the annual report to The Trust.

## 5.2.3 Cleaning Contracts

Where the cleaning of the fitness centre facility is undertaken by a contract firm.

### Criteria

The fitness centre shall, have a policy to prefer cleaning contractors that demonstrate good environmental practice and that are licensed under ECNZ specification EC-45-09 Cleaning Services and shall as a preference enter into a cleaning contract covered by the scope of the cleaning contractor's ECNZ licence.

Where the cleaning service provider is not ECNZ licensed the following criteria (a)-(c) apply:

- a A formal written service agreement or contract must be in place between the fitness centre and the cleaning service provider which includes the following:
  - i. measurable quality standards for cleaning services to achieve defined outcome. This must also apply to restorative floor maintenance but be consistent with manufacturer's recommendations to extend the life of flooring;
  - ii. minimisation of unnecessary cleaning where cleaning is carried out to a predetermined schedule;
  - iii. the requirements for the criteria in 5.2.4 Purchase of Cleaning Chemicals;
  - iv. identification of disinfecting requirements and how these are to be kept to the minimum necessary; and
  - v. a commitment from the service provider that they will work towards complying with the requirements of EC-45-09 Cleaning Services.

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- b The fitness centre contracts manager shall discuss any client/building specific environmental requirements with the cleaning service provider, and assess potential hazards and identify these in the cleaning service agreement. Drains connected to sewers suitable for cleaning staff use shall be identified, as shall any stormwater drains to avoid.
- c The fitness centre shall discuss with its cleaning service provider about providing a service that includes abiding by the “Principles for a Sustainable Property Services Industry”<sup>4</sup> agreed by the Service & Food Workers Union (SFWU), the Building Service Contractors Association of New Zealand (BSCNZ), the Property Council of New Zealand and the New Zealand Government in March 2008.

### **Verification Required**

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- extracts of the relevant contract/service agreement;
- description of how scheduled cleaning minimises unnecessary cleaning;
- documentary evidence of assessment of environmental hazards with the service provider;
- documentary evidence of the contract cleaner complying with 5.2.4 Purchase of Cleaning Chemicals;
- records of contract negotiations, showing discussion on items in C; and
- documentary evidence of the contract cleaner’s commitment and progress in working towards complying with the requirements in EC-45-09 Cleaning Services.

## **5.2.4 Purchase of Cleaning Chemicals**

### **Criteria**

- a The fitness centre’s procurement policy must give preference to environmentally preferable cleaning products licensed by ECNZ.
- b Where cleaning products are purchased that are not ECNZ licensed, they must not:
  - i when undiluted be classified under the New Zealand Hazardous Substances and New Organisms(HSNO) regulations as:
    - Class 3 (flammable)
    - Class 5 (oxidising)
    - Subclasses 6.1A or 6.1B (acutely toxic)
    - Subclass 6.5 (sensitisers)
    - Subclass 6.6 (mutagenic)
    - Subclass 6.7 (carcinogenic)
    - Subclass 6.8 (reproductive/developmental toxicants)
    - Subclass 6.9A (target organ systemic toxicants)

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<sup>4</sup> Principles for a Sustainable Property Services Industry  
<http://www.sfwu.org.nz/files/PRINCIPLES%20FOR%20THE%20PROPERTY%20SERVICES%20INDUSTRY%20FINAL%20COPY.pdf>

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– Subclass 8.2 (skin corrosive)

Products intended for use solely for cleaning toilets are exempt from the requirement on corrosivity, if the classification is set because of pH.

- ii. contain surfactants that are not readily biodegradable;
- iii. contain halogenated organic solvents;
- iv. when undiluted, contain volatile organic compounds in excess of 10% by weight; and
- v. when correctly diluted be classified under the HSNO regulations as subclasses 9.1A or 9.1B (ecotoxic).

Disinfectants are exempt from clause v.

- c. The fitness centre must consider whether purchase of a broad spectrum disinfectant is necessary. Selection of a chemical disinfectant which kills a narrower range of microorganisms may be environmentally preferable and fit for purpose.
- d. The fitness centre shall maintain a register of safety data sheets (SDS) for all cleaning chemicals classified as hazardous under HSNO regulations or a declaration from the chemical supplier that the product is non-hazardous under the HSNO regulations.
- e. The fitness centre shall maintain records of quantities of each chemical used or purchased on a minimum quarterly basis.

**NOTE:** information on HSNO classifications should be available on the product's SDS or from the supplier.

### **Verification Required**

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- documentation demonstrating that the products purchased are ECNZ Licensed;
- a manufacturer's declaration of compliance with b) for non-ECNZ licensed cleaning products;
- SDSs for all cleaning products used;
- documentary evidence that environmental impacts are considered in the choice of any disinfectants purchased; and
- documentary evidence of chemical consumption (quantities may be recorded by volume, weight, number of bottles etc as long as the measure is consistent and will allow changes in consumption to be observed).

### **Explanatory Notes**

Readily biodegradable and VOC content can be demonstrated by SDS or other supporting documentation. Test and calculation methods for 'readily biodegradable' and VOC content shall be as defined in EC-37-08 Commercial and Institutional Cleaners and will be supplied by The Trust on request.

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## 5.3 Energy Management

### Criteria

- a The fitness centre must have effective energy management policies and procedures and/or an energy management programme.
- b Licence holders must report annually to The Trust on energy management, including:
  - total energy use;
  - energy used per member visit;
  - identification of main energy uses;
  - breakdown of total energy use to types of energy used;
  - initiatives taken to reduce energy use and improve energy efficiency; and
  - any initiatives taken to calculate and reduce CO<sub>2</sub> emissions associated with energy use.

### Verification Required

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by documentation that:

- describes the energy management policies, procedures and programmes; and
- includes annual reports on energy use and management.

## 5.4 Waste Management

### Criteria

- a The fitness centre must have effective waste management policies and procedures and/or a waste management programme.
- b All items that are acceptable for local recycling must be separated from general waste and a designated area for collection established.
- c IT/electronic equipment, office equipment, printing ink, toner refills, fluorescent tubes or any other materials with hazardous content must be collected for reuse, recycling or appropriate disposal.
- d The fitness centre must report annually to The Trust on waste management including:
  - waste generated which may be reported as kg waste or by bag or equivalent measure that will allow trends to be observed; and
  - initiatives taken to reduce waste generation and improve recovery/recycling of waste.

### Verification Required

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by documentation that:

- describes the waste management policies, procedures and programmes; and

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- includes annual reports to The Trust on waste generation, minimisation and management.

## **5.5 Water Management**

### **Criteria**

- a The fitness centre must have effective water management policies and procedures and/or a water management programme.
- b Licence holders must report annually to The Trust on water management, including:
  - total water use;
  - water used per member visit;
  - identification of main water uses; and
  - initiatives taken to reduce water use.

### **Verification Required**

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by documentation that:

- describes the water management policies, procedures and programmes; and
- includes annual reports to The Trust on water use and management.

## **5.6 Management Systems and Procedures**

### **5.6.1 Environmental Policy and Goals**

#### **Criteria**

The fitness centre must have a documented policy and goals and a process for communicating these to staff, clients and contractors.

#### **Verification Required**

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- copies of environmental policy and goals; and
- information on how these are made available to staff, clients and contractors.

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## 5.6.2 Work Instructions/Standard Operating Procedures (SOPs)

### Criteria

- a The fitness centre must have written procedures and/or work instructions to cover situations where their absence could lead to failure to comply with the fitness centre's:
  - environmental policy and goals;
  - procurement policy;
  - cleaning policy;
  - waste, energy and water management policies.
- b Work instructions and/or procedures must be easily understood and be readily available to staff and contractors.
- c The fitness centre must have a process for reviewing these work instructions/procedures to ensure that they are up-to-date.

### Verification Required

Conformance with this requirement shall be stated in writing and signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- the index or contents listing of work instructions
- examples of work instructions
- evidence of the review process.

## 5.6.3 In-House Cleaning Processes

Where any cleaning is undertaken by fitness centre staff.

### Criteria

- a The fitness centre must ensure the following are available for in house cleaning staff:
  - appropriate information on health, safety and environmental hazards associated with individual cleaning chemicals and instruction on safe handling;
  - suitable PPE if required;
  - easily understandable written instructions on dilution, use and disposal of cleaning chemicals – including where necessary, diagrams or illustrations;
  - a system for correctly diluting chemicals that minimises worker exposure (e.g. dosage devices, dispensing units, measuring cups etc.);
  - appropriate applicators for all cleaning chemicals that do not result in over use (e.g. coarse spray bottles, auto dispensers on powered equipment etc);
  - written instructions on rinsing, returning for refill, recycling or disposal of used chemical containers and applicators;
  - instruction and/or training on cleaning methods as recommended by the manufacturer of the cleaning product that minimise or eliminate the need for chemical use wherever possible, in particular restrict the use of disinfectants by using them only as required including written instruction that disinfectants shall not be used for routine cleaning; and

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- instruction and/or training on appropriate use of disinfectants including the need to follow product label directions for preparation and cleaning method, particularly requirements for pre-cleaning dirty surfaces and contact times.
- b Dry cleaning techniques for hard flooring shall be used where appropriate, e.g. vacuuming or microfibre mop heads.
- c Vacuum cleaners used by the staff must be equipped with the appropriate filter or bag and these shall be changed or cleaned according to the manufacturers' recommendations. Unless the manufacturer suggests otherwise, vacuum bags should be changed when half full or when indicated by a sensor if the machine is so equipped.
- d For non-routine hard floor maintenance, the staff member shall apply floor restoration chemicals with a mop or autoscrubber rather than spray application.
- e The service provider must have in place procedures for dealing with environmental hazards and accidental spills of cleaning chemicals these must:
  - i. be freely available to all staff in a format that will be easily understandable; and
  - ii. include provision of suitable spill kits and equipment.

### **Verification Required**

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- evidence that this information is covered in staff training and where appropriate, work instructions and copies of instructions for:
  - dilution, use and disposal of cleaning chemicals; and
  - rinsing etc of used chemical containers and applicators
- copies of information provided on chemical hazards;
- description of:
  - how and what PPE is provided;
  - systems provided for dilution;
  - applicators used to prevent overuse;
  - how instruction is provided on methods that minimise or eliminate chemical use;
  - how instruction is provided on disinfectant use;
  - the environmental hazard and spill control procedure; and
  - a description and information on spill kits.

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## 5.6.4 Staff Training

### Criteria

- a The fitness centre must have and implement a training programme to ensure that staff and contractors are made aware of the importance of minimising environmental impacts, the environmental policy and goals of the fitness centre and the relevant requirements of this specification and the fitness centre's standard operating procedures and work instructions.
- b The training programme must include induction training for new staff and contractors and ongoing review and follow-up training to ensure staff and contractor awareness and performance to requirements is maintained.
- c The fitness centre must ensure that procurement officers have the skills and knowledge to select environmentally preferable equipment and materials and effectively implement the fitness centre's procurement policy as outlined in 5.3 Procurement.

### Verification Required

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- copies of relevant staff training material and programmes;
- documentary evidence that all staff are trained in a planned manner; and
- documentary evidence on the procurement officers' skills and knowledge relevant to implementing the procurement policy.

## 5.6.5 Maintenance of Equipment

### Criteria

- a The fitness centre must have a maintenance programme that inspects, cleans and maintains the performance of gym equipment as recommended by the manufacturer. This maintenance must be recorded.
- b The fitness centre must have a maintenance program that inspects, cleans and maintains the Heating Ventilation and Air Conditioning (HVAC) systems as recommended by the manufacture/installer.

**Note:** Where the HVAC systems are not in direct control of the fitness centre, records for the maintenance of the building's HVAC system should be obtained from the building manager.

### Verification Required

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by:

- documentary evidence of a maintenance programme;
- example maintenance logs; and
- evidence of commissioning reports for the HVAC system.

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## 6 Service Characteristics

### Criteria

- a The fitness centre must meet all of the required industry standards or code of ethics this includes maintaining membership of the industry bodies, Fitness New Zealand (FitnessNZ) and/or Register of Exercise Professionals (REPs).
- b The fitness centre must have a system for monitoring the quality of service and for taking corrective action if needed.

### Verification Required

Conformance with this requirement shall be stated in writing, signed by the Chief Executive Officer or other authorised representative of the applicant company. This statement shall be supported by documentation that:

- identifies the applicable standards and or consumer/customer requirements;
- demonstrates membership of industry bodies including FitnessNZ or REPs New Zealand;
- demonstrates how compliance is monitored and maintained; and
- includes records of client feedback, complaints and corrective actions.

## 7 Requirements and Notes for Licence Holders

### Monitoring Compliance

Prior to granting a licence, The Trust will prepare a plan for monitoring ongoing compliance with these requirements. This plan will reflect the number and type of services covered by the licence and the level of sampling appropriate to provide confidence in ongoing compliance with criteria. This plan will be discussed with the licence applicant and when agreed will be a condition of the licence.

As part of the plan, The Trust will require access to relevant quality control and service delivery records and the right of access to service facilities. Relevant records may include formal quality management or environmental management system documentation (for example, ISO 9001 or ISO 14001 or similar).

The monitoring plan will require the licence holder to advise The Trust immediately of any noncompliance with any requirements of this specification which may occur during the term of the licence. If a non-compliance occurs, the licence may be suspended or terminated as stipulated in the Licence Conditions. The licensee may appeal any such suspension.

The Trust will maintain the confidentiality of identified confidential information provided and accessed during verification and monitoring of licences.

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## **Using the ECNZ Label**

The Label may appear on marketing materials for the fitness centre, provided that the centre meets the requirements in this specification and in the Licence Conditions.

Wherever it appears, the Label must be accompanied by the words "Fitness Centre Services" and by the Licence Number eg 'licence No1234'.

The Label must be reproduced in accordance with the ECNZ programme's keyline art for reproduction of the Label and the Licence Conditions.

Any advertising must conform to the relevant requirements in this specification, in the Licence Conditions and in the keyline art.

Failure to meet these requirements for using the ECNZ Label and advertising could result in the Licence being withdrawn.

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**Appendix A Equipment and Chemical Use Tables**

• **Table 1: Gym Equipment List**

| Equipment Name | Quantity | Manufacturer | Supplier | Powered/<br>Non<br>Powered | Material Type (s) | Age of<br>Equipment | Environmental<br>Credentials<br>(where<br>available)* |
|----------------|----------|--------------|----------|----------------------------|-------------------|---------------------|---|
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |
|                |          |              |          |                            |                   |                     |   |

\* Includes details of any applicable ECNZ Licence

• **Example Table 1- Gym Equipment List**

| Equipment Name        | model                         | Quantity | Manufacturer       | Supplier     | Powered/<br>Non<br>Powered | Material Type  | Age of<br>Equipment         | Environmental<br>Credentials<br>(where<br>available)* |
|-----------------------|-------------------------------|----------|--------------------|--------------|----------------------------|--|-----------------------------|---|
| Treadmills            | T15                           | 3        | Nordic Tract       | XY supplier  | powered                    | plastics<br>rubber<br>Steel<br>electronics               | 2 at 2 years<br>1 at 1 year |   |
| Cross trainer         | engage<br>Elevation<br>series | 2        | life Fitness       | AB supplier  | Powered                    | plastics<br>rubber<br>Steel<br>electronics               | less than 1 year            | Hybrid- partially<br>powered by user                  |
| Seated Arm Curl Bench |                               | 1        | Hammer<br>Strength | XY supplier  | non<br>powered             | powder coated<br>steel,<br>Steel cable and<br>vinyl seat | 5 years                     |   |
| Adjustable benches    | GFID 225                      | 5        | Body Solidr        | XY supplier  | non<br>powered             | powder coated<br>steel and vinyl seat                    | 4 year                      |   |
| Swiss balls           | 55-75 cm                      | 4        | GoFIT              | XY supplier  | n/a                        | PVC  | 6 months                    | Contains 50%<br>recycled PVC                          |
| Swiss balls           | 65 cm                         | 2        | Proform            | CD supplier  | n/a                        | unknown  | 1 year                      |   |
| Dumbbell sets         | 1-10 KG                       | 2 sets   | J Fit              | CD supplier  | n/a                        | Steel and virgin<br>rubber                               | 3 years                     | uses virgin rubber<br>as opposed to<br>synthetic      |
| yoga mats             |                               | 10       | Airex fitline      | AB suppliers | n/a                        | closed cell foam by<br>Airex                             | 2 years                     |   |
| Yoga mats             |                               | 3        | Airex              | AB suppliers | n/a                        | rubber   | 1 year                      | 100% recycled<br>rubber                               |
| Kettlebell            | 4-32 kg                       | 2 sets   | EZI Grip           | XY Suppliers | n/a                        | Cast iron  | 6 years                     |   |
| etc                   |                               |          |                    |              |                            |  |                             |   |

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• **Table 2: Chemicals and Consumables List**

| Product Name | Quantity Purchased Q1 | Quantity Purchased Q2 | Quantity Purchased Q3 | Quantity Purchased Q4 | Manufacturer | Environmental Credentials (where available)* | SDS Date/ Chemical supplier declaration date |
|--------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------|--|--|
|              |                       |                       |                       |                       |              |  |  |
|              |                       |                       |                       |                       |              |  |  |
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|              |                       |                       |                       |                       |              |  |  |
|              |                       |                       |                       |                       |              |  |  |

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- Example Table 2: Chemicals and Consumables List**

| Product Name           | Quantity Purchased Q1 | Quantity Purchased Q2 | Quantity Purchased Q3 | Quantity Purchased Q4 | Manufacturer        | Environmental Credentials (where available)*                | SDS Date/ Chemical supplier declaration date |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|---|--|
| XY Toilet cleaner      | 5 ltrs                | 0                     | 5 ltrs                | 0                     | Clean industries    | EC-37-10 Commercial and Institutional Cleaners Licence 1234 | 30/12/2010                                   |
| zx All Purpose Cleaner | 10 ltrs               | 5 ltrs                | 10 ltrs               | 5 ltrs                | Clean industries    | EC-37-10 Commercial and Institutional Cleaners Licence 1234 | 04/04/2011                                   |
| Dishwash Liquid        | 2 ltrs                | 0                     | 2 ltrs                | 0                     | ABC cleaners        | EC-01-08 Hand Dishwashing Detergents Licence 345            | 05/05/2011                                   |
| Great Toilet paper     | 200 rolls             | 200 rolls             | 200 rolls             | 200 rolls             | GT Paper industries | EC-13-07 Sanitary Paper Products Licence 9876               | N/A  |
| Photo copy paper       | 1 box (5x500 sheets)  | 0                     | 0                     | 1 box (5x500 sheets)  | XY Paper industries | EC-26-07 Office Paper and Stationary License 7654           | N/A  |
| Hand Soap              | 10 ltrs               | 5 ltrs                | 10 ltrs               | 5 ltrs                | ABC Cleaners        | EC-29-09 Toiletries Licence 2356                            | 07/07/11                                     |
| ETC                    |                       |                       |                       |                       |                     |   |  |
|                        |                       |                       |                       |                       |                     |   |  |
|                        |                       |                       |                       |                       |                     |   |  |
|                        |                       |                       |                       |                       |                     |   |  |

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