

Muskogee Public Schools

Custodial Procedures for Carpet Care

CARPET CARE

ENTRANCE MATS

PURPOSE

- A. Exterior Mats
 - 1. Remove sand and gravel from shoes prior to entering the building.
 - 2. Minimize the amount of abrading material that will scratch and damage interior floors and finishes.
- B. Interior Mats
 - 1. Remove moisture from shoes prior to walking on interior floors.
 - 2. Remove any remaining stones or particles not cleaned off by exterior mats.

TOOLS AND MATERIALS NEEDED

- A. Entrance Mats
 - 1. Exterior mats
 - 2. Interior mats
- B. Broom
- C. Vacuum
- D. Products
 - 1. Dust mop/dust cloth treatment
 - 2. Spotter
 - 3. Material Safety Data Sheet (MSDS) for chemicals used
 - 4. Personal Protective Equipment as called for in MSDS

Entrance Mats Are Used in Two areas

- A. Exterior Mats - outside all high traffic door
 - 1. Common varieties include
 - Rubber backed with many rubber fingers
 - Open weave with large grid pattern
- B. Interior Mats - inside all high traffic doors
 - Suggested length - allow at least two steps before stepping on interior floor.

PROCEDURES

- A. Exterior Mats
 - 1. Lift from area in front of door.
 - 2. Shake out or turn over to dislodge rocks and gravel.
 - 3. Sweep sidewalk in front of doorway.
 - 4. Reposition exterior mat in front of entrance.

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B. Interior Mats

1. Vacuum daily.
2. Shampoo mat when vacuuming no longer restores mat to clean appearance.
3. Remove spots daily

VACUUMING

PURPOSE

- A. Keep the carpet free of the most common tracked in soil.
- B. Vacuum high traffic areas more frequently to prevent soil from spreading.

TOOLS AND MATERIALS NEEDED

- A. Upright vacuum cleaner
- B. Vacuum belts
- C. Lobby broom and dust pan

PROCEDURES

- A. Check bag daily.
 1. Clean bag when possible.
- B. Check front tube on bag
- C. Vacuum floors daily.
 1. Vacuum heavy traffic areas more frequently.
- D. Treat spots as soon as found.

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SPOTS AND STAINS

PURPOSE FOR REMOVING SPOTS AND STAINS

- A. Remove sticky substances that may lead to increased wear from abrasion.
- B. Spots and stains on the carpet detract from the overall impression of cleanliness at the facility.

TOOLS AND MATERIALS FOR REMOVING SPOTS AND STAINS

- A. Small brush
- B. Towels for blotting
- C. Trigger sprayer with clean water
- D. Scraper for gum removal
- E. Products
 - 1. Carpet spotter(s) "Consume"
 - 2. Gum remover "Un Goo"
 - 3. Material Safety Data Sheets
 - 4. Personal protective equipment as called for in MSDS.

PROCEDURES TO REMOVE SPOTS AND STAINS

- A. Put on Personal Protective Equipment (PPE).
- B. It is important to remove the stain as soon as possible after it is discovered.
- C. Test the chosen carpet stain remover in an inconspicuous area before trying to remove the stain.
- D. To remove the stain:
 - 1. Using a clean white cloth, blot the stain.
 - 2. Apply stain remover "Consume" to the spot. Start on the outside of the spot and work towards the middle.
 - 3. To keep the stain from spreading while cleaning, blot and rub stain from the outside edge of the stain toward the center.
 - 4. Spray again. Agitate lightly with the brush.
 - 5. Blot with cloth.
 - 6. Spray the spot with water using a trigger sprayer.
 - 7. Blot dry.

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EXTRACTION METHOD

PURPOSE OF EXTRACTING

- A. Carpet extraction provides deep cleaning that will significantly lengthen the life of the carpet if performed on a regular basis.
- B. Extraction cleaners penetrate into the carpeting and loosen the soil for easy removal by the carpet extractor.

TOOLS AND MATERIALS NEEDED

- A. Carpet extractor
- B. Vacuum, with beater brush if appropriate
- C. Putty knife
- D. Stiff brush
- E. "Wet floor" signs
- F. Products
 - 1. Carpet spotter(s) "Consume"
 - 2. Gum remover "Un Goo"
 - 3. Extraction cleaner
 - 4. Defoamer
 - 5. Pump up sprayer
 - 6. Carpet Rinse
 - 7. Material Safety Data Sheets for chemicals used
 - 8. Personal protective equipment as called for in MSDS.

EXTRACTION PROCEDURES

- A. Put on personal protective equipment.
- B. Vacuum walk off mats.
- C. Remove or move as much furniture as possible from the area to be cleaned.
- D. Vacuum the carpet to be cleaned using a beater vacuum, if appropriate to the installation method.
- E. Spot clean carpet stains using "Consume"
 - 1. Remove any gum found on the carpet using the gum remover and a putty knife.
- F. Place "Wet floor" signs around area.
- G. Pre-treat traffic lanes and other soiled areas with "Consume" according to the directions on the container.
- H. Extraction Cleaning Procedure
 - 1. Dilute Extraction solution according to the directions on the container and fill machine with water.
 - 2. Add defoamer to the hose and recovery tank. Follow the directions on the container.

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3. Start extraction shampooing distance farthest from the door
4. Follow the machine's manufacturer directions for feeding the cleaning solution onto the carpet.
5. Feed the shampoo solution as you pull back on the wand.
6. Make three to five passes on the carpet in an area 3' by 5'.
7. Go back over the area with the extractor wand with the shampoo solution valve closed.
8. Continue extracting the rest of the carpet
9. Should rinsing be required, empty the extractor and fill with rinse water.
10. Go over the carpet again using water only, following the manufacturer's directions on the machine.
11. If furniture is to be replaced before the carpet is dry, use protective pads under the legs.
12. Avoid walking on carpet until dry.
13. When carpet is completely dry, vacuum thoroughly.
14. If carpet does not dry use fan to help dry floor and HVAC.

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DRY FOAM SPOT SHAMPOOING METHOD

PURPOSE FOR DRY FOAM SHAMPOOING

- A. Dry cleaning provides a good method of cleaning each fiber in the carpet.
- B. Dry cleaning can lengthen the time between extraction cleaning.

TOOLS AND MATERIALS NEEDED FOR DRY FOAM SHAMPOOING

- A. Wet/dry vacuum
- B. Towels
- C. Putty knife
- D. "Wet floor" signs
- E. Products
 - 1. Dry foam cleaner
 - 2. Material safety data sheets for chemicals used
 - 3. Personal protective equipment as called for in MSDS

PROCEDURES FOR DRY FOAM SHAMPOOING

- A. Put on gloves and proper protective equipment.
- B. Vacuum walk off mats.
- C. Remove or move as much furniture as possible from the area to be cleaned
- D. Vacuum the carpet to be cleaned using a vacuum, if appropriate to the installation method.
- E. Place "wet floor" signs around area.
- F. Dry foam cleaning procedure
 - a. Feed shampoo onto the brush so the forward and return pass
 - b. Use damp towel to get into corners and around baseboard areas.
 - c. If furniture is to be replaced before the carpet is dry, use protective pads under the legs.
 - d. After carpet is dry, vacuum thoroughly.

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CERTIFICATION QUIZ

Instructions: Put an X in the blank that precedes the correct answer. This test can be duplicated, or administered orally by a trainer or supervisor.

1. If you are preparing for cleaning carpet, you should first remove the stains because:
 The carpet shampoo may not remove the stains.
 The stain may return when the carpet dries if not removed prior to cleaning.
 Both of the above.
2. You should always vacuum floors before beginning advanced carpet cleaning procedures.
 True
 False
3. When you place "Wet Floor" signs you are protecting someone from stepping from the wet carpet and slipping on a tile floor.
 True
 False
4. You don't have to worry about Bloodborne Pathogens if you don't work in the health care industry.
 True
 False
5. You should always clean equipment after you use it because:
 Clean equipment works better, runs cooler, and is easier to repair.
 Clean equipment is easier to sell.
 Clean equipment makes the supply closet tidier.
6. When cleaning carpet you should use the following personal protective equipment:
 Just gloves
 Gloves and goggles
 No personal protective equipment is required
7. It is always best to pre-treat traffic lanes because it gives the chemical a chance to break down the soils.
 True
 False
8. If you see what you think is blood on the floor, what is the proper way to clean it?
 Spray with disinfectant and wipe up with a clean rag.
 Absorb, clean, then spray with proper disinfectant, allow to air dry, rinse carpet, and place absorbent and rags in a biohazard container.
 Spray with a neutral disinfectant, wipe with a clean rag, and put rag in trash.
9. With all carpet cleaning procedures, it is a good idea to use clean cloths for difficult areas such as corners and doorways.
 True
 False

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10. When extracting you should avoid over wetting the carpet.

- True
 False

For Trainer Use Only
Score _____/10

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CARPET CARE COMPETENCY EVALUATION

I have evaluated the work and performance of _____
from _____ through _____. It is my professional
opinion that _____ is knowledgeable in the CARPET CARE
procedures manual and follows it in his/her daily routine.

Print Name: _____ Title: _____

Signature: _____ Date: _____