

TABLE OF BUILDING CLEANING PROCEDURES AND MATERIALS

1. GENERAL

1.01 This section transmits tabular information which is intended for ready reference in determining the appropriate cleaning materials for various building cleaning assignments. The table is generally revised to include the changes in cleaning procedures and materials that are recommended in recently issued sections.

1.02 Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 The first set of procedures and materials columns represents the most common applied and mildest periodic treatments. These are followed in the next two sets of columns by less frequently used and increasingly more effective procedures.

1.04 While the customary sweeping and dusting operations are omitted from the table, such operations are, of course, required preliminary to many of the procedures included in the table.

1.05 If in doubt as to details regarding the operations, the specific quantities of cleaners to use, or any special conditions, reference should be made to the various sections covering the particular procedures, equipment, or quarters involved.

1.06 Special care should be exercised at all times to perform each operation in a safe manner.

All tools should be examined before using them to assure that they are in a safe and good workable condition. All materials and tools should be kept thoroughly clean. Following use, they should be restored to their proper places. **All material containers should be clearly marked as to their contents.**

1.07 Most people can use the cleaning materials recommended in the attached table without adverse effect on the hands, but persons whose hands may be affected should wear suitable rubber gloves.

1.08 It is important that special consideration be given to all cleaning activities in terminal and switchrooms to avoid the possibility of creating or spreading dust or lint. (See Section 770-120-060.)

2. TABLE

2.01 The table of Building Cleaning Procedures and Materials is attached.

2.02 An enlargement of the attached table of Building Cleaning Procedures, measuring approximately 20 by 19, suitable for posting in building service quarters for ready reference by the cleaning forces is available and may be ordered through the Western Electric Company. Specify: (Quantity), Form No. E-4077.

REFER TO BELL SYSTEM PRACTICES FOR DETAILED WORK INSTRUCTIONS								
ITEM	1 MILDEST		2 MORE EFFECTIVE		3 MOST EFFECTIVE			
	PROCEDURE	MATERIAL	PROCEDURE	MATERIAL	PROCEDURE	MATERIAL		
Floors	Carpets and Rugs	Carpet Sweeper		Vacuum		Shampoo	S-20 Rug Shampoo	
		Concrete - Painted		Wet Mop	Liquid Floor Cleaner (C-4) (1 to 40)	Scrub	Liquid Floor Cleaner (C-4) (1 to 40)	
	Hard	- Plain	Damp Mop	Water	Wet Mop	C-39 Hard Surface Cleaner	Scrub	C-39 Hard Surface Cleaner
		- Garages - Engine Rooms	Absorb	Garage Floor Cleaner (C-19)	Wet Mop	Garage Floor Cleaner (C-19)	Absorb - Scrub	Garage Floor Cleaner(C-19)
Resilient	Stone - Marble - Travertine - Terrazzo - Tile	Damp Mop	Water	Wet Mop	C-39 Hard Surface Cleaner	Scrub	C-39 Hard Surface Cleaner Scouring Powder(P-26) - Abrasive Pad.	
	Asphalt Linoleum Vinyl Vinyl Asbestos Rubber	Damp Mop	Water	Spot Clean & Apply Wax, Anti-slip Floor Finish or F-7 Floor Finish	Liquid Floor Cleaner(C-4) (1 Part C4 to 16 Parts Water)	Recondition & Apply Wax Anti-slip Floor Finish or F-7 Floor Finish	Liquid Floor Cleaner (C-4) (1 Part C4 to 16 Parts Water)	
Furniture	Wood or Metal	Desks-Tables-(Incl. Resilient Tops) - Bookcases-Filing Cabinets-Lockers-Office Chairs, Etc.	Wipe	Damp Cloth	Clean	C-7 Cleaner	Wash&Treat	C-7 Cleaner Liquid Furniture Polish(P-36)
		Cloth	Vacuum		Spot Clean	Solvent Cleaner C-12	Shampoo	S-20 Rug Shampoo
	Lounge	Leather Plastic-Imitation Leather	Wipe	Damp Cloth	Clean	C-7 Cleaner	Wash&Clean	C-7 Cleaner
Trim-Hardware and Doors	Bright - Aluminum, Brass, Bronze, Copper, Nickel Alloys	- Chromium, Stainless Steel	Wipe	Treated Cloth(C-35)	Wash	C-39 Hard Surface Cleaner	Buff	Treated Cloth(C-35)
		Laquered - Aluminum, Nickel Alloys, Brass, Bronze, Copper	Wipe	Damp or Treated Cloth(C-35)	Wash	C-39 Hard Surface Cleaner	Strip-Polish	Treated Cloth(C-35)
	Weathered - Bronze, Swedish Iron, Building Signs, Aluminum, Nickel Alloys	Wipe	Damp or Treated Cloth(C-35)	Wash	C-39 Hard Surface Cleaner	Polish	Treated Cloth(C-35)	
	Wood - Painted, Varnished, Enameled	Wipe	Damp Cloth	Wash	C-7 Cleaner	Wash	C-39 Hard Surface Cleaner	
	Walls-Partitions	Brick & Concrete - Painted - Unfinished	Clean	C-7 Cleaner	Wash	C-7 Cleaner		
		Metal - Painted, Enameled - Unfinished - Painted	Clean	C-7 Cleaner	Wash	C-7 Cleaner		
Wash Rooms	Stall Partitions - Marble, Slate, Vitreous Metal, Enameled, Painted, Varnished Wood	Wipe	Damp Cloth	Wash	C-7 Cleaner	Wash	C-39 Hard Surface Cleaner	
	Toilets - Seats, Bowls Urinals	Wash	C-39 Hard Surface Cleaner	Scrub	C-39 Hard Surface Cleaner	Scrub	Scouring Powder-Abrasive Pad	
	Wash Basins	Wash	C-7 Cleaner	Wash	C-39 Hard Surface Cleaner			
	Miscellaneous	Stairs & Landings-All Kinds	Wipe	Damp Cloth	Wash	C-39 Hard Surface Cleaner	Scrub	Scouring Powder
Miscellaneous	Fixtures, Lighting - Shades, All Types	Wipe	Damp Cloth	Wash	C-7 Cleaner	Wash	C-39 Hard Surface Cleaner	
	Glass-Windows, Partitions, Bookcases, Pictures, Mirrors	Wipe	Damp Cloth	Wash	C-7 Cleaner			
	Venetian Blinds, Window Shades	Wipe	Damp Cloth	Wash	C-7 Cleaner			

Dilutions of C-7 Cleaner with Warm Water.

- | | |
|--|----------|
| 1. Greasy surfaces | straight |
| 2. Aluminum(dirty),* rust stains on vinyl,* Automobile engines,* | 3 to 1 |
| 3. Cement(troweled) spray and brush | 5 to 1 |
| 4. Surfaces such as: aluminum(dirty and oil spots), enameled, painted(wood trim and walls), leather, linoleum or wood desk tops, plastic(upholstery and solid), and brass fixtures | 10 to 1 |
| 5. Ceramic tile, formica, baked enamel | 15 to 1 |
| 6. Glass, stainless steel | 40 to 1 |
- *use rubber gloves and brush

If for any reason a haze develops after use, dilute the solution still further. To remove the haze, reapply the diluted solution and wipe at once with a dry clean cloth.

The following dilutions of cleaning material are for average requirements. Consult specific Bell System Practices for special requirements. Mixing of materials with warm water is preferable for best results.

C-39 Hard Surface Cleaner - 5 tablespoonfuls to 10 qts. (2½ gal) of water.
Garage Floor Cleaner(C-19) - 2 to 3 tablespoonfuls to 10 qts. (2½ gal) of water.
Liquid Floor Cleaner(C-4), stripping concentration, 1 part to 16 parts of water.
Cleaning concentration, 1 part to 40 parts of water.

Accurate measurements of powders (with measuring spoon), and liquids (with calibrated plastic measuring cup) is absolutely essential.

Scouring powder can be applied directly (but sparingly) to soiled areas. Excessive amounts of scouring powder will build up in drain pipes causing clogged drains. Garage floor cleaner may also be applied directly to heavy grease or oil deposits. The same precautions shall be exercised toward using excessive amounts.