

PUBLIC TELEPHONE ENCLOSURES

CLEANING

1. GENERAL

1.01 This section describes the procedures for cleaning enclosures (booths and shelves) of aluminum, stainless steel, enameled metal, plastic, glass, fiberglass, and wood.

1.02 This section is reissued to:

- (a) Add information on AT-9009 B Graffiti remover
- (b) Change title.

Revision arrows are used to emphasize the more significant changes.

1.03 The enclosures should be cleaned from top down. If the operator cannot reach the top, a stepladder should be used.

2. TOOLS AND MATERIAL

2.01 The following tools and materials are suggested for enclosure cleaning:

- Hand Sprayer (Note)
- Nylon Brush (Note)
- Utility Wiping Cloths
- Short Stepladder
- Synthetic Sponge
- Whisk Broom (or equivalent — purchased locally)
- Rubber Gloves
- ◆Splashproof Goggles◆
- Safety Glasses
- Putty Knife

- Emery Cloth (fine grit)
- C7- or KS-19432, List 1 Multipurpose Cleaners (or equivalent)
- KS-8446 Solvent
- KS-7860 Petroleum Spirits
- Automobile Paste Wax
- Bell System Metal Polish (or equivalent)
- ◆AT-8982 B Disposable Polyethylene Gloves
- AT-9009 B Graffiti Remover.◆

Note: May be purchased locally or through GNR Corporation, Palmer, Massachusetts.

3. PREPARATION

3.01 **DANGER:** Use safety glasses when removing dome assembly. ◆Use splashproof goggles◆ when spraying cleaning solutions.

3.02 **DANGER:** Use disposable rubber gloves in all cleaning operations to avoid any possible skin complications due to cuts or allergies.

4. CLEANING

4.01 **Warning:** Care should be used to avoid any spray or excessive solution from getting into coin slots and perforations in the receiver and transmitter caps.

4.02 **Warning:** The use of a razor blade for scraping purposes is permitted on glass surfaces only. Sharp instruments will score metal surfaces and their use should be avoided.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement

A. General

4.03 Sweep out and dispose of all rubbish found in the enclosure and in the immediate vicinity.

4.04 ♦The AT-9009 B Graffiti remover is a gel for use in cleaning all types of telephone enclosures. It will remove all of the materials commonly used in defacing the enclosures without damaging any of the materials of construction. The gel can be used with or without a water rinse. It will stay on vertical and overhead surfaces without running or dripping.

4.05 ♦**DANGER: It is imperative for users safety to follow ALL safety instructions on the B Graffiti remover label.** Use the gel as follows:

- (1) Wipe gel on.
- (2) Allow gel to dry for 1 minute.
- (3) Wipe off gel with a wet or dry cloth.♦

4.06 Clean the telephone housing and handset using a cloth dampened, *not saturated*, with an approved mild detergent solution.

B. Wood

4.07 Clean the external surfaces which are *not* badly scratched or marred with a 10 to 1 solution of C7 multipurpose cleaner or an approved mild detergent and warm water. After drying, file or sand sharp edges or splinters on exposed surfaces and polish with an approved polish.

4.08 When condition of external surface is such that cleaning would not be sufficient, the surface should be replaced or refinished.

C. Plastic, Fiberglass, Porcelain, and Enamel

4.09 **DANGER: The KS-7860 petroleum spirits is highly flammable. Use safety precautions while it is being used.** Clean exposed surfaces with a 10-to-1 solution of C7 multipurpose cleaner or an approved mild detergent. Rinse with water and dry with clean cloth. Heavy deposits of greasy or wax base substances may be removed with KS-7860 petroleum spirits.

Note: Do not use abrasive cleaners or materials on transparent plastic as dulling and scratching may result.

4.10 Polish with good quality automobile paste wax and soft cloth.

D. Unpainted Aluminum and Stainless Steel

4.11 Remove all burrs and scratches from aluminum and stainless steel surfaces using fine grit emery cloth.

4.12 The KS-8446 solvent may be used to remove paint spots. The KS-7860 petroleum spirits may be used to remove wax base substances.

4.13 Remove stubborn stains and deposits from unpainted aluminum and stainless steel surfaces by applying Bell System liquid metal polish (or equivalent) with a wiping cloth.

4.14 Cover surfaces from which anodized finish has been removed with a coat of hard paste wax.

E. Lamp, Diffusers, and Screens

4.15 **DANGER: Turn power off before working on lighting equipment or electrical wiring.**

4.16 **Warning: Do not use petroleum spirits or paint solvents when cleaning lamps and diffusers.**

4.17 Clean exterior of dome lamps and shields with a mild solution of C7 multipurpose cleaner or equivalent.

4.18 Refer to the appropriate practice in the 508 Division for access to lamps, diffusers, and dome assemblies. Clean fluorescent lamps and interior of light shields with mild soap and warm water. Dry thoroughly.

4.19 Ensure that the insect screens, if provided, are free of foreign material.

5. INSPECTION OF FACILITIES

5.01 Report any and all obvious damage, such as missing or badly worn directories, broken glass, inoperative lights, doors, etc, to supervisor. Remove all stickers, gum, markers, and posters not placed by the telephone company. If decals placed by the telephone company are damaged, remove decals. Replace all burned out lamps and starters.

5.02 Place a cleaning date seal (furnished by the telephone company) as specified by the local

telephone company and write in the cleaning date. If the seal is already placed, remove previous date and write in latest cleaning date. Replace the seal as required.