

## BOOTHS

### CLEANING AND GENERAL MAINTENANCE

#### 1. GENERAL MAINTENANCE

1.01 The frequency of visits to public telephone installations will depend upon:

- Acceptable appearance standards.
- Surrounding environment.
- Usage.

1.02 Remove loose dirt and debris from the inside of the booth and the surrounding area. Remove bugs or any other objectionable material from the light fixture or dome.

**THINK** → *Wear eye protection when working overhead.*

1.03 Use putty knife or equivalent tool to remove gum or similar material from floor, shelf, etc.

1.04 File or sand sharp edges, burrs, or splinters on exposed surfaces.

1.05 Make observation of condition of booth. Check the following points and refer those that need attention.

- Condition of panels.

(1) Glass — free from deep scratches, cracks, or chips.

(2) Paint — free from scratches or cracks.

(3) Metal — free from severe dents.

(4) Wood — free from cracks, splinters, and finish in good condition.

- All surfaces should be free from objectionable markings, obsenities, etc.

- Floors, seats, writing shelves, and directory racks should be free of any hazards that might cause injury to the public.

- Check for proper operation of door, lights, and blowers or ventilators.

#### 2. CLEANING

2.01 Use KS-19432 cleaner for all metal, glass, and painted or varnished surfaces.

- Mix cleaner with clear water, 6 ounces (1 cup) per gallon of water.

2.02 Wipe surfaces with a sponge which has been emersed in cleaning solution.

2.03 For spots and stains that cannot be removed readily, place a small amount of undiluted cleaner on sponge.

2.04 Rinse cleaning solution from all surfaces.