

## **TABLE OF BUILDING CLEANING PROCEDURES AND MATERIALS**

### **1. GENERAL**

**1.01** This section transmits the attached table which is intended for ready reference in determining the appropriate cleaning materials for the various building cleaning assignments.

**1.02** The table is reissued and generally revised to include the changes in cleaning procedures and materials that are recommended in recently issued sections.

**1.03** The first column of the chart represents the most commonly applied and mildest periodic treatments followed by the less frequently used and increasingly more effective procedures in the second and third columns.

**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 and restored, following use, 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 those 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.

### **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 as (Quantity) Form No. E-4077.

**Attached:**

**Table of Building Cleaning  
Procedures and Materials**

TABLE OF BUILDING CLEANING PROCEDURES AND MATERIALS

PERFORM EACH OPERATION IN A SAFE MANNER AT ALL TIMES

Form E-4077  
9-71

THIS TABLE APPLIES TO PERIODIC AND NOT TO DAY TO DAY ROUTINE PROCEDURES. THE MILDEST PROCEDURES ARE EMPLOYED WHENEVER THEY ARE ADEQUATE AND THE MORE EFFECTIVE ONES USED ONLY WHERE THE MILDERS ONES ARE NOT ADEQUATE. REFER TO BELL SYSTEM PRACTICES FOR DETAILED WORK INSTRUCTIONS.

ITEM	1 MILDEST		2 MORE EFFECTIVE		3 MOST EFFECTIVE		
	PROCEDURE	MATERIAL	PROCEDURE	MATERIAL	PROCEDURE	MATERIAL	
<b>FLOORS</b>							
CARPET & RUGS	CARPET SWEEPER		VACUUM		SHAMPOO	S-19 RUG SHAMPOO	
HARD CONCRETE	PAINTED FLAIN GARAGES, ENGINE ROOMS, ETC.	DAMP MOP	WATER	WET MOP	C-39 HARD SURFACE CLEANER	LIQUID FLOOR CLEANER (1 TO 40)	
			OIL ABSORBENT POWDER			GARAGE FLOOR CLEANER	
STONE	MARBLE, TRAVERTINE TERRAZZO, TILE	DAMP MOP	WATER		C-39 HARD SURFACE CLEANER	C-39 HARD SURFACE CLEANER - SCOURING POWDER LIQUID FLOOR CLEANER - ABRASIVE PAD	
<b>RESILIENT</b>							
ASPHALT LINOLEUM VINYL ASBESTOS RUBBER		DAMP MOP	WATER	SPOT CLEAN AND APPLY WAX OR ANTI-SLIP FLOOR FINISH	LIQUID FLOOR CLEANER (1 TO 16)	RECONDITION & APPLY WAX OR ANTI-SLIP FLOOR FINISH	
STAIRS AND LANDINGS	ALL KINDS	DAMP WIPE		WASH	C-39 HARD SURFACE CLEANER	SCRUB SCOURING POWDER	
<b>FURNITURE</b>							
METAL OR WOOD	DESKS, TABLES, (INCL. RESILIENT TOPS) BOOKCASES, FILING CABINETS, LOCKERS, OFFICE CHAIRS, ETC.	WIPE	DAMP CLOTH	CLEAN	C-7 CLEANER	WASH AND POLISH C-7 CLEANER FURNITURE POLISH	
LOUNGE	CLOTH LEATHER PLASTIC, IMITATION LEATHER	VACUUM		SPOT CLEAN	SOLVENT, CLEANER C-12	SHAMPOO S-19 RUG SHAMPOO	
		WIPE	DAMP CLOTH	CLEAN	C-7 CLEANER	WASH AND TREAT C-7 CLEANER	
<b>TRIM, HARDWARE AND DOORS</b>							
BRIGHT	ALUMINUM, BRASS, BRONZE, COPPER NICKEL ALLOYS CHROMIUM, STAINLESS STEEL	WIPE	DAMP OR TREATED CLOTH	WASH	C-39 HARD SURFACE CLEANER C-7 CLEANER	POLISH CLEAN-E-ZE-CLOTH	
LACQUERED	ALUMINUM, NICKEL ALLOYS BRASS, BRONZE, COPPER			STRIP POLISH	CLEAN-E-ZE-CLOTH		
WEATHERED	BRONZE, COPPER, SWEDISH IRON BUILDING SIGNS ALUMINUM, NICKEL ALLOYS			WIPE	PARAFFIN OIL ON DAMP CLOTH	POLISH LETTERS	CLEAN-E-ZE-CLOTH
WOOD	PAINTED VARNISHED			CLEAN	C-7 CLEANER	WASH	C-39 HARD SURFACE CLEANER C-7 CLEANER
<b>WALLS, PARTITIONS</b>							
BRICK CONCRETE	UNFINISHED PAINTED	BRUSH OR VACUUM					
METAL	ENAMELED, PAINTED	CLEAN	C-7 CLEANER	WASH	C-7 CLEANER		
PLASTER	UNFINISHED PAINTED	BRUSH OR VACUUM					
PAPERED	WASHABLE	DUST		CLEAN	C-7 CLEANER	WASH C-7 CLEANER	
STONE	MARBLE, TRAVERTINE TILE, COMPOSITION	SPOT CLEAN	C-39 HARD SURFACE CLEANER	WASH	C-39 HARD SURFACE CLEANER	SCRUB SCOURING POWDER ABRASIVE PAD	
WOOD	PAINTED VARNISHED	DUST		CLEAN	C-7 CLEANER	WASH C-7 CLEANER	
CEILING	UNFINISHED PAINTED, ENAMELED ACOUSTICAL WITH COATED SURFACE	BRUSH OR VACUUM		SPOT CLEAN AT VENTILATORS	C-7 CLEANER	WASH C-7 CLEANER	
<b>WASH ROOMS</b>							
STALL PARTITIONS	MARBLE, SLATE, VITREOUS METAL, ENAMELED, PAINTED WOOD, PAINTED WOOD, VARNISHED	WIPE	DAMP OR TREATED CLOTH	WASH	C-39 HARD SURFACE CLEANER C-7 CLEANER		
TOILETS	SEATS BOWLS URINALS	WASH	C-39 HARD SURFACE CLEANER	SCRUB	SCOURING POWDER	ACID CLEAN BOL-TABS	
<b>MISCELLANEOUS</b>							
FIXTURES, LIGHTING	SHADES, GLASS METAL, ALL TYPES	WIPE	DAMP OR TREATED CLOTH	WASH	C-39 HARD SURFACE CLEANER		
GLASS	WINDOWS, PARTITIONS BOOKCASES, MESSAGE REGISTERS PICTURES, BULLETINS, MIRRORS		DAMP CLOTH		C-7 CLEANER		
VENETIAN BLINDS WINDOW SHADES			DAMP CLOTH*		C-39 HARD SURFACE CLEANER		

\* CLOTH DAMPENED IN PYROPHOSPHATE SOLUTION MORE EFFECTIVELY REMOVES DUST AND DIRT FILM.

THE FOLLOWING QUANTITIES OF CLEANING MATERIALS ARE AMPLE FOR AVERAGE REQUIREMENTS

PYROPHOSPHATE CLEANER		} TO APPROX. 10 QTS. (2 1/2 GALS.) WATER, PREFERABLY WARM.
C-39 HARD SURFACE CLEANER	1 TO 2 TABLESPOONSFUL	
GARAGE FLOOR CLEANER	2 TO 3 TABLESPOONSFUL	
LIQUID FLOOR CLEANER	STRIPPING CONCENTRATION	- 1 PART TO 16 PARTS WATER, PREFERABLY WARM
	WASHING CONCENTRATION	- 1 PART TO 40 PARTS WATER, PREFERABLY WARM

SEE P.O.L. - 2228-1 DATED MARCH 2, 1966 FOR PROPER DILUTIONS OF C-7 CLEANER  
SCOURING POWDER IS APPLIED SPARINGLY AND DIRECTLY TO THE SOILED PORTIONS OF THE FLOOR.  
GARAGE FLOOR CLEANER ALSO MAY BE APPLIED DIRECTLY TO HEAVY GREASE OR OIL DEPOSITS.