

CARE OF WASHROOMS

1. GENERAL

1.01 This section describes the procedures and materials required to provide for a thorough cleaning of a washroom and associated fixtures.

1.02 It is recommended that Bell System approved products be used, where applicable. These products have been laboratory and field tested for safety to personnel, their effectiveness as cleaners, and for economical reasons.

2. EQUIPMENT AND MATERIALS

- 2.01 Bowl Brush
- Scouring Powder
- Synthetic Sponge
- Clean-E-ZE Cloth (a chemically treated proprietary cloth obtainable from W. E. Co.)
- Pail and Wringer Assembly
- Mop
- C-39 Cleaner, Hard Surface
- Synthetic Chamois
- Rubber Gloves
- Dust Cloth
- Bol-Tabs
- Bell System Floor Cleaner

3. CLEANING OF WASHROOM FLOORS

3.01 Prepare a cleaning solution by dissolving one ounce of C-39 in one gallon of water or two ounces in two gallons, etc. These quantities should be held as close as possible. Too much of the salt will yellow the floor and not enough salt will do no good. Transfer enough of the solution into a pail to damp mop the floor. Apply the solution with long sweeping strokes, going from side to side. Make sure that the corners and floor edges are reached and that a complete uniform application is achieved. Work from the farthest area of the room toward the entrance door. Wring the mop dry, and dry mop

the entire floor after waiting for about five minutes to allow time for the solution to become effective. This procedure should be followed nightly and is satisfactory for all floors including marble, tile and terrazzo.

Note: Do not wring mop with the hands as pins or other sharp objects may cause injury. Precautions should be taken against possible slipping and falling on the floor being mopped or scrubbed. Signs on easels or standards reading "Caution — Floor Being Cleaned" and enclosing or blocking off the area are important safety measures.

4. CLEANING OF WASHBASINS

4.01 Sprinkle some scouring powder into the washbasin. Dampen the sponge with water. Rub the sponge over the scouring powder and spread over all the exposed surfaces of the basin until all stains and foreign matter are removed. Rinse thoroughly to wash down all remaining grit. This procedure should be followed nightly. The use of the rubber gloves is suggested but not required.

4.02 Prepare a solution of C-39 as described in 3.01. Soak the sponge in the solution and wash the underside of the basin. Rinse the sponge with clear water, then wash the underside of the basin with water, using the sponge to remove the C-39 solution. Squeeze the sponge as dry as possible, using hand pressure. Rewipe the underside of the basin with the sponge until dry.

5. CLEANING OF TOILET BOWLS

5.01 Prepare a solution of C-39 as described in 3.01. Dip the bowl brush into the solution and swab the bowl with a vigorous circular motion, making sure to work the bent section of the brush well under the lip of the bowl. This is important because any trace of stain will deteriorate and cause obnoxious odors. When the bowl is thoroughly cleaned, flush the bowl, holding the brush in the swirling water to rinse it at the

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same time. This procedure should be followed nightly. Rubber gloves are suggested but not required.

5.02 At least once a month, more often if traffic is heavy, a Bol-Tab should be used. Drop the tab into the bowl and permit it to completely dissolve. Use the bowl brush as in 5.01, following the entire procedure, with the exception of using the C-39 solution.

5.03 The use of the Bol-Tab should not be necessary if the bowl is properly cleaned every day. Paragraph 5.02 is a precautionary measure to insure maximum cleanliness.

6. CLEANING OF TOILET SEATS

6.01 Prepare a solution of C-39 as described in 3.01. Wear the rubber gloves provided. Soak the sponge in the solution and apply to the seat — topside and underside. Make sure all stains are removed. Squeeze all the solution from the sponge and soak in fresh water. Wash the seat as before, using the fresh water-soaked sponge. Apply at least two washings. Dry the seat with the dry dust cloth. Leave seat in the up position. This procedure should be followed nightly.

7. CLEANING OF WASHROOM URINALS

7.01 Prepare a solution of C-39 as described in 3.01. Dip the bowl brush into the solution and swab the entire urinal, making sure to wash under the lip to eliminate all stains. Flush urinal after scrubbing is completed. This procedure should be followed nightly. Rubber gloves are suggested but not required.

8. CLEANING OF METAL FIXTURES

8.01 All the metal fixtures in the washroom, with the exception of stainless steel, can be cleaned with the Clean-E-ZE Cloth. These metals include the door knobs, door hinges, mirror frames, washbasin fixtures, metal soap dis-

pensers (if any), etc. It is recommended that rubber gloves be worn when using the Clean-E-ZE Cloth to avoid any skin complications. This is a safety measure only, since there is no known record of a skin condition as a result of using this cloth. With the exception of the washbasin fixtures and the soap dispensers, this operation should be conducted weekly. The washbasin fixtures and soap dispensers should be done nightly. After using the Clean-E-ZE Cloth, the cleaned surface should be wiped with a dry dust cloth. After using the cloth, it should be stored in a plastic bag. The cloth may become dirty in appearance after a few applications — this does not conclude the usefulness of the cloth.

8.02 To clean stainless steel fixtures use a 30/1 dilution of the Bell System Floor Cleaner. Wash the metal with a sponge soaked with the cleaner. Rinse the sponge clean with plain water after cleaning the fixture. Wipe the fixture with the damp sponge to remove the cleaning solution. Wipe the fixture dry with the dust cloth. Rubber gloves are suggested but not required. This procedure should be followed at least once a week — more often if the use of the fixture demands it.

9. CLEANING OF WINDOWS AND MIRRORS

9.01 Wet the sponge with plain water and swab the mirrors and windows to be cleaned. Wet the Synthetic Chamois and wipe all the glass surfaces until apparently dry. This procedure should be followed nightly — especially on the mirrors over the washbasins.

10. MISCELLANEOUS REQUIREMENTS

10.01 Fill all paper and soap dispensers as required.

10.02 Empty all paper and rubbish receptacles and pick up loose papers.

10.03 Report to supervisor all broken fixtures, loose toilet seats, leaky faucets, burnt-out lights, broken tiles, etc, and any other conditions requiring attention.