

## STATION SETS CLEANING

### 1. GENERAL

- 1.01 This section covers the cleaning of external surfaces of station sets.
- 1.02 Sets should be cleaned in connection with station visits when the apparatus appears to be in such condition that by cleaning in accordance with the methods outlined herein, the appearance of the apparatus can be improved to a point in keeping with its surroundings. Parts which cannot be cleaned so as to present a suitable appearance should be replaced.

### 2. MATERIALS

No. 7 Sash Tool  
KS-2423 Cloth, Telephone Cleaning Cloths or Equivalent  
Soft Eraser  
Toothpick  
Suede Brush (such as used on suede shoes)  
Water

Note: In view of the possibility of damaging certain kinds of surfaces, no materials other than those listed above should be used, and these should be used only as described in this section.

### 3. METHODS

3.01 In general, surfaces should be cleaned by dusting with No. 7 sash tool or wiping with a dry, clean cloth. Where cleaning by this method is insufficient, a clean cloth moistened with a small amount of water should be used. The exceptions to these procedures and points to which especial care should be given, are stated below. In all cases care should be exercised to avoid using an excess of fluid which would enter into the interior of the apparatus or soak into absorbent parts such as cords and bottom pads.

#### Transmitters, Desk Stand and Hand Set Types

3.02 Care should be taken to remove all dirt, sediment or other foreign matter from mouthpieces and exterior of transmitter caps. If holes in grids are clogged, mouthpiece or grid should be replaced. Special care should be taken to clean phenol fabric grid and interior of mouthpiece of 625A transmitters.

#### Receivers

3.03 On receiver caps having several small holes, if holes are clogged, receiver cap should be removed and holes cleaned out by means of a toothpick. While cap is removed, diaphragm or face of unit should be wiped with a clean, dry telephone cleaning cloth.

#### Dial Number Plates

3.04 Care should be taken to remove, as completely as possible, any marks left by pencils or other implements used in dialing. The dial finger wheel should be removed for this operation. Care should be taken to prevent the dirt being forced under the number plate into the gear chamber of the dial.

#### Leather or Felt Bottom Pads, Leather Feet

3.05 Water should not be applied to felt or leather bottom pads or to leather feet. An eraser or a suede brush may be used to remove glazed surface or other foreign matter from bottom pads or leather feet. After cleaning, bottom pads or feet should be brushed off with No. 7 sash tool. Care should be taken to avoid loosening edges of friction pads, if these are present. Friction pads may be wiped off with a cloth moistened with water.