

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 B.S.P. 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 re-stored, 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 switch rooms 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 x 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-407  
(5-55)

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

ITEM	1 MILDST		2 MORE EFFECTIVE		3 MOST EFFECTIVE	
	PROCEDURE	MATERIAL	PROCEDURE	MATERIAL	PROCEDURE	MATERIAL
<b>FLOORS</b>						
CARPET & RUGS	VACUUM					
HARD CONCRETE	DAMP MOP	WATER		POWDERED SOAP PYROPHOSPHATE CLEANER		POWDERED SOAP PYROPHOSPHATE CLEANER
STONE	DAMP MOP	OIL ABSORBENT POWDER	WET MOP	GARAGE FLOOR CLEANER	SCRUB	GARAGE FLOOR CLEANER
RESILIENT ASPHALT LINOLEUM VINYL RUBBER	DAMP MOP	WATER	SPOT CLEAN AND APPLY WAX OR ANTI-SLIP FLOOR FINISH	1/2 POWDERED SOAP & 1/2 PYROPHOSPHATE CLEANER OR LIQUID FLOOR CLEANER	RECONDITION & APPLY WAX OR ANTI-SLIP FLOOR FINISH	1/2 POWDERED SOAP & 1/2 PYROPHOSPHATE CLEANER OR LIQUID FLOOR CLEANER
STAIRS AND LANDINGS	DAMP WIPE		WASH	PYROPHOSPHATE CLEANER	SCRUB	SCOURING POWDER
<b>FURNITURE</b>						
METAL OR WOOD	SPOT CLEAN	POWDERED SOAP	WASH AND POLISH	POWDERED SOAP FURNITURE POLISH		
LOUNGE	VACUUM					
	WIPE	DAMP CLOTH	SPOT CLEAN	POWDERED SOAP	WASH AND TREAT	POWDERED SOAP - LEATHER DRESSING POWDERED SOAP - FURNITURE POLISH
<b>TRIM, HARDWARE AND DOORS</b>						
BRIGHT					WASH AND/OR POLISH	PYROPHOSPHATE CLEANER - LIQUID METAL POLISH
LACQUERED			WIPE	PARAFFINE OIL ON DAMP CLOTH	STOP POLISH - RELACQUER	LIQUID METAL POLISH - PIGMENTED LACQUER
WEATHERED					POLISH LETTERS	ABRASIVE RUBBER ERASER
WOOD			SPOT CLEAN	POWDERED SOAP	WASH	PYROPHOSPHATE CLEANER
ENAMELED					WASH AND/OR POLISH	POWDERED SOAP - FURNITURE POLISH
<b>WALLS, PARTITIONS</b>						
BRICK	BRUSH OR VACUUM					
CONCRETE	SPOT CLEAN	PYROPHOSPHATE CLEANER	WASH	PYROPHOSPHATE CLEANER		
METAL	BRUSH OR VACUUM					
PLASTER	DUST		SPOT CLEAN	POWDERED SOAP	WASH	PYROPHOSPHATE CLEANER POWDERED SOAP
PAPERED	SPOT CLEAN	PYROPHOSPHATE CLEANER	WASH	PYROPHOSPHATE CLEANER		
STONE	DUST		SPOT CLEAN	POWDERED SOAP	WASH	PYROPHOSPHATE CLEANER
WOOD	SPOT CLEAN AT VENTILATORS	PYROPHOSPHATE CLEANER	WASH	PYROPHOSPHATE CLEANER	WASH AND/OR POLISH	POWDERED SOAP - FURNITURE POLISH
CEILINGS						
<b>WASH ROOMS</b>						
STALL PARTITIONS	WIPE	DAMP OR TREATED CLOTH	WASH	PYROPHOSPHATE CLEANER POWDERED SOAP		
TOILETS	WASH	PYROPHOSPHATE CLEANER	SCRUB	SCOURING POWDER	CONTRACT SERVICE	INHIBITED MURIATIC ACID
WASH BASINS						
<b>MISCELLANEOUS</b>						
FIXTURES, LIGHTING	WIPE	DAMP OR TREATED CLOTH		PYROPHOSPHATE CLEANER		
GLASS		DAMP CLOTH	WASH	WATER		
VENETIAN BLINDS WINDOW SHADES		DAMP CLOTH		PYROPHOSPHATE 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	1 TO 2 TABLESPOONFULS	} TO APPROX. 10 QTS. (2 1/2 GALS.) WATER, PREFERABLY WARM.
POWDERED SOAP	1 TO 2 TABLESPOONFULS	
GARAGE FLOOR CLEANER	2 TO 3 TABLESPOONFULS	
LIQUID FLOOR CLEANER	1/2 PT. PER GAL. WATER, PREFERABLY WARM.	

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.  
WHEN PYROPHOSPHATE CLEANER AND SOAP ARE USED IN THE SAME SOLUTION, FIRST DISSOLVE THE PYROPHOSPHATE CLEANER

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