

SWEEPING, DUSTLESS DAMP CLOTH METHOD

1. GENERAL

1.01 Dustless sweeping consists of wiping the floor with a damp cloth draped over the sweeping element of a sweeping tool. It is recommended for smooth surfaced floorings such as linoleum, rubber, asphalt, vitrified tile, terrazzo, marble, painted and unpainted concrete. Dustless sweeping maintains a high standard of cleanliness and minimizes mopping and scrubbing frequencies.

1.02 This section is reissued to eliminate damp sweeping as the prescribed method for sweeping floors in switchrooms and terminal rooms. The prescribed method for sweeping in these areas is covered by Section H51.104.3, Sweeping, Dustless, Treated Cloth Method, Disposable Type.

1.03 Dustless sweeping by the treated cloth method, laundered type, is covered by Section H51.104.2, Sweeping, Dustless, Treated Cloth Method, Laundered Type. Ordinary sweeping is covered by Section H51.103, Sweeping, General.

1.04 The sweeping tool consists of a skeleton brush head with two rows of bristle 1-1/2 inches long set at an angle around its outer edge and a 5-foot handle attached to the head assembly by means of a universal joint. This design permits raising or lowering of the handle without affecting the position of the brush head and also permits rotation of the head while in flat contact with the floor by twisting the handle. These features give great flexibility of movement to the tool and facilitate cleaning around and under furniture and other objects. The head of the tool is lower than the head of a hair floor brush so that it readily goes under low objects such as radiators.

1.05 The damp sweeping cloth is about one yard square, is hemmed at the two cut edges and has a reinforced center hole. When soiled, cloths should be laundered as described in Part 4.

2. EQUIPMENT AND SUPPLIES

2.01 Tool, sweeping.

Pail, two-compartment type for carrying both the clean dampened cloths and soiled cloths.

Lobby dust pan and brush.

Cloths, sweeping.

Soap, powdered for washing the cloths.

3. PROCEDURE — SWEEPING

3.01 Procure a sufficient quantity of the sweeping cloths to last for the scheduled sweeping without need for rewashing. One cloth usually suffices for 500 to 1,000 sq. ft. of floor space, under average conditions, before rewashing. The cloths if in a damp condition from the previous washing (see Paragraph 4.03), are folded flat and packed individually in one side of a two-compartment pail. If dried out they are dampened by immersing in clean water or are held under a faucet until wet, then wrung as dry as possible by hand; or they may be opened flat and sprinkled, then refolded and packed as outlined above. For sweeping all floors, the cloths are of the proper degree of dampness when they leave the floors slightly damp and the dampness dries within a few seconds.

3.02 Slip the center hole of a sweeping cloth over the handle of the sweeping tool permitting the cloth to drape loosely over the head. Place the tool in contact with the floor with the cloth completely covering the head so that the hair does not come in contact with the floor. This is done by moving the head forward as it is lowered to the floor. After a cloth has accumulated dirt on the forward portion, the head is raised about one foot and then lowered in the backward direction in order to present a clean surface to the floor. The handle of the tool is reversed so that the back edge of the tool then becomes the forward edge. When this portion of the cloth becomes dirty or dried out, it is replaced by a clean one.

3.03 In removing the soiled cloth, the brush handle should not be raised more than one foot from the floor and the soiled cloth handled very carefully to avoid releasing any dirt or dust. Fold the edges of the cloth inward toward the soiled portion. Any dirt that drops from the cloth should be wiped up, by hand, using the discarded cloth. Used cloths should be placed in the half of the two-compartment pail reserved for them.

3.04 When using the tool, downward pressure is applied to more effectively remove the imbedded dust and dirt from floor surfaces.

3.05 Three different types of strokes are used in manipulating the tool to meet various conditions of sweeping, as follows:

(1) The forward stroke, in which the tool head is simply pushed along in an approximately straight path as along a baseboard or filing cabinets.

(2) The side-to-side stroke, in which the tool is moved from side to side, as in mopping, across a path 6 to 10 feet wide. The head of the tool is rotated at the end of each stroke to keep the forward edge continuously in the direction of travel. When doing this stroke hold the handle at a comfortable angle. Care should be taken not to swing the head too violently at the end of each side stroke in order to prevent dirt or dust from being thrown off. This type of stroke is used in unobstructed areas.

(3) The random stroke, in which the tool is manipulated around and under desks, tables, lockers, etc, by twisting the handle so that the tool head reaches all of the obstructed floor area. The tool head is manipulated to maintain a leading edge so that any loose dirt will be carried out into open space. As the sweeping progresses from one piece of furniture to another, the front edge is held in the direction of travel.

3.06 Debris such as paper scraps, rubber bands, etc, encountered in the course of sweeping is pushed ahead with the sweeping tool into aisles or other open space. As each section of a room is completed the accumulations of debris are pushed to a convenient location to be picked up later with the lobby dust pan and brush.

3.07 The flexibility of the tool reduces the need to move furniture and other objects in order to clean under them. When chairs, wastebaskets, and other objects have been moved from the sweeping path be sure to return them to their proper places and in orderly arrangement. In moving the objects to temporary positions, avoid placing them where they can be tripped over or struck by a door. Do not place wastebaskets or other objects on chairs, desks, or other furniture.

3.08 During the course of the sweeping, clean surfaces of the cloth are presented to the floor, as described in Paragraph 3.02, after about 300 to 600 sq. ft. have been swept. Cloths should be replaced with clean ones when they become dirty or dry.

3.09 Floors which have been properly dustless swept will not show any dust on the tips of the fingers when they are passed over the floor in a side-to-side sweep of some 5 to 6 feet.

4. WASHING SWEEPING CLOTHS

4.01 Soiled cloths may be commercially laundered or washed on the premises. When laundered on the premises, the soiled cloths are placed as soon as practicable in a cleaning solution to soak. Prior to soaking, the cloths are gently shaken out and individually inspected for pins or other hazardous items.

4.02 For soaking, the cleaning solution consists of one tablespoon of pyrophosphate cleaner and one tablespoon of powdered soap per pail (ten quarts) of water, preferably hot. The pyrophosphate cleaner is first dissolved in the water before the soap is added. The cloths are soaked until they are to be washed, which should be deferred until near the time of their next use. It is not intended that the cloths shall be dried after washing. The final wringing following rinsing is intended to leave the proper dampness for damp sweeping.

4.03 The washing may be done either by hand or in a washing machine. The washing solution is the same as for soaking as given in Paragraph 4.02. All of the dirt is to be removed but it is neither necessary nor desirable to restore original whiteness and the use of bleach is unnecessary. Rinse until the rinse water remains relatively clear. Usually two or three rinses are adequate.

4.04 Following the washing, rinsing and wringing operations, the cloths are individually folded flat and packed firmly into one side of the two-compartment pails while they are still damp. They are then ready for damp sweeping but, cloths so packed, will only retain their dampness for a few hours.

4.05 Under some conditions, it may be desirable to pack a number of dampened sweeping cloths in one section of the two-compartment pail for use on the day's assignments and when

these are soiled to shake, inspect for pins or hazardous items, rinse and wring them out in a service sink for reuse during the course of the tour.

5. CARE OF EQUIPMENT

5.01 The pail, sweeping tool and lobby dust pan and brush should be cleaned and put away in their proper places. The sweeping tool should be hung up so that the weight does not rest on the bristles.