

SWEEPING, DUSTLESS TREATED CLOTH METHOD LAUNDERED TYPE

1. GENERAL

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

1.02 This section is reissued to change the title and to eliminate this method as the prescribed procedure for sweeping floors in switch-rooms 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 damp cloth method is covered by Section H51.104.1, Sweeping, Dustless, Damp Cloth Method. Ordinary sweeping is covered by Section H51.103 — Sweeping, General.

1.04 This section describes an alternate dustless sweeping procedure employing a cloth which has been treated with an oil-water emulsion and dried. The treatment leaves the dry cloth lightly impregnated with sufficient mineral oil to absorb dust and soil yet insufficient to leave any oil on the surfaces cleaned.

1.05 The sweeping tool used with the laundered type treated cloth may be either the damp sweeping tool described in Section H51.104.1, Sweeping, Dustless, Damp Cloth Method, or the sweeping tool recommended in Section H51.104.3, Sweeping, Dustless, Treated Cloth Method, Disposable Type. When using the latter tool, the cloth may be threaded over the handle in the same manner as when damp sweeping, or it may be attached by tucking opposite sides of the cloth under the sides of the boot in the manner described in Section H51.104.3. The latter method

is preferred for when the cloth is reversed the soil picked up on the side first used for sweeping is enclosed within the loop that is formed by this method of attachment. Both tools have a universal joint which permits raising or lowering 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.

1.06 The sweeping cloth is approximately one yard square, is hemmed at the two cut edges and has a reinforced centered hole.

1.07 Dustless sweeping by the treated cloth method affords the following advantages:

- (1) The dust absorbent treatment is nondrying and is not depleted by evaporation before or during the sweeping operation.
- (2) Because of the nondrying feature, both sides of the sweeping cloth may be used rather than only one side as under the damp method. Thus the number of cloths required in a given space is substantially reduced.
- (3) The sweeping operation is made easier because the cloth is dry and moves more readily over the floor.

1.08 The compound used for treating the sweeping cloths is an oil-water emulsion having an oil content such that when a cloth is treated and dried, the amount of oil retained by the cloth will equal 16 to 22 per cent of its dry weight. By this method of processing, the oil is so finely dispersed in the cloth and the amount so well controlled that the oil has affinity only for dust and soil and for the cloth itself rather than for the surfaces cleaned. Impregnations of less than 16 per cent of the dry weight of the cloth are ineffective and impregnations in excess of 22 per cent are unnecessary. When the amount

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of oil exceeds 30 per cent of the dry weight, the impregnation becomes so excessive that oil residues may be left on the cleaned surfaces.

→ 1.09 The laundering and close control required in processing the cloths can be carried out to best advantage by commercial laundries. The treating compound incorporates a soluble yellow dye (or other color) which gives the sweeping cloths a depth of color that indicates whether or not they are impregnated to the proper degree. Too light color indicates insufficient treatment and too deep color, more than is required. Sample cloths may be set up locally to check for proper treatment.

→ 1.10 The treated cloths are used dry. They should not be used wet or damp as any moisture left behind will contain oil and oil residues will result. Dampening is unnecessary as the cloths are sufficiently treated to pick up and retain dust and soil fully as well as by the damp cloth method. The sweeping cloth furnished by commercial laundries is a heavy fabric. The heavy weight provides the durability necessary for processing in the laundries.

1.11 The impregnating treatment is nonoxidizing and there is no hazard of spontaneous combustion. However, the cloths should be stored in a metal cabinet. The treated cloths will not leave an oil deposit when left on nonabsorbent surfaces such as metal, wood, linoleum, etc, but when left for a period of time on an oil absorbent material such as fabric or paper, they will stain. The treatment is nonirritating to normal skin.

2. EQUIPMENT AND SUPPLIES

2.01 The following are required:

Tool, Sweeping, Damp, or

Tool, Sweeping, Masslinn, No. 2121

→ Cloths, Sweeping, Treated, Laundered Type

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

Lobby Dust Pan and Brush

3. PROCEDURES — SWEEPING

→ 3.01 Procure a sufficient quantity of treated cloths for the scheduled sweeping. Each cloth will clean about 2,000 to 4,000 square feet depending upon soil conditions in the particular

→ area. The clean cloths are carried in one side of a two-compartment pail. To place the cloth on the damp sweeping tool, slip the center hole of the cloth over the handle. Raise the tool to permit the cloth to drape loosely over the head. With the cloth completely covering the head, lower the tool to the floor so that one half of the cloth trails under the brush head. This is done by moving the head forward as it is lowered. As the cloth becomes soiled, the head is raised and then lowered in the backward direction in order to present a clean area to the floor. When the forward half is soiled, the same procedure is followed with the other half. The handle of the tool is reversed so that the back edge of the tool head then becomes the forward edge. When both halves are soiled, the cloth is removed, turned over, replaced on the tool and used on the reverse side. THE CLOTH IS USED IN EACH POSITION UNTIL IT IS SOILED TO THE EXTENT THAT THE YELLOW (OR OTHER) COLOR OF THE CLOTH IS COMPLETELY OBSCURED.

3.02 To remove or reverse a soiled cloth, lower the handle to within about a foot of the floor, grasp the soiled cloth near the center hole and push the handle through the hole. There is less liability of scattering dust by this procedure. If the cloth is to be reversed, turn it over and rethread the handle through the center hole. If the cloth is to be discarded, place it in the half of the two compartment pail reserved for soiled cloths. Wipe up any soil that may drop from the cloth while it is being changed. Do not discard a cloth before using both sides.

3.03 With the Masslinn sweeping tool, the procedure outlined above may be followed or the cloth may be attached to the tool and used in the manner described in Section H51.104.3, Sweeping, Dustless, Treated Cloth Method, Disposable Type. The loop of cloth formed by this method of attachment is of sufficient width to provide four cleaning areas on each side.

3.04 WHEN USING THE SWEEPING TOOLS, DOWNWARD PRESSURE IS APPLIED TO REMOVE IMBEDDED DUST AND DIRT MORE EFFECTIVELY FROM THE FLOOR SURFACE.

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

(a) The forward stroke, in which the tool head is simply pushed in a straight path as along baseboards, filing cabinets or telephone equipment frames.

(b) 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 of the tool continuously in the direction of travel. Care should be taken to prevent swinging the head violently at the end of each side stroke causing dirt or dust to be thrown off the cloth. This type of stroke is used in unobstructed areas.

(c) 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 debris will be carried out into open space ahead of the sweeping tool. 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, clips, 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, etc, have been moved, be sure to return them to their proper places. 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 on chairs, desks or other furniture.

3.08 Floors which have been properly 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.

3.09 Treated sweeping cloths should not be used for cleaning telephone equipment.

4. CARE OF EQUIPMENT

4.01 The accumulation of soiled sweeping cloths is placed in a bag and stored in a metal container or cabinet in a suitable location until picked up by the commercial laundry. The pail, sweeping tool, lobby dust pan and brush should be cleaned and put away in their proper places after each use. The sweeping tool is hung up so that the weight does not rest on the bristles.