

SWEEPING, DUSTLESS TREATED CLOTH METHOD DISPOSABLE TYPE

1. GENERAL

1.01 Dustless sweeping consists of wiping the floor with a chemically treated cloth attached to a sweeping tool. It is the prescribed method for sweeping floors in telephone equipment space. It is recommended for sweeping any smooth surfaced floorings, such as linoleum, rubber, asphalt tile, ceramic tile, terrazzo, marble, painted and unpainted smooth concrete in all quarters. Dustless sweeping maintains a high standard of cleanliness and minimizes mopping and scrubbing frequencies.

1.02 This section is reissued to describe a modification of the usual method of arranging the cloth on the sweeping tool when sweeping in telephone equipment space, and when sweeping up tracked-in sand. Also to change the procedure to be followed for reversing the cloth on the tool to expose the clean side. The text has been extensively revised.

1.03 Dustless sweeping with cloths that are sent to the laundry for washing and re-treating are 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 This section describes a dustless sweeping procedure employing a dry disposable cloth which has been chemically treated. The treatment leaves the cloth lightly impregnated with sufficient mineral oil to absorb dust and soil yet insufficient to leave any oil on the surfaces cleaned. The cloth is not reused but is disposed of in accordance with Paragraph 6.01.

1.05 The sweeping tool for disposable cloths is shown in Exhibit A. The head of the tool to which the cloth is attached consists of an aluminum pan with a 3/8 in. reinforcing rod around the periphery over which is placed a boot made of foam plastic material. The handle attaches to the head member through a universal joint. This design 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. The head of the tool is low and narrow. It goes readily under low objects such as radiators and the guard rails in switch and terminal rooms.

1.06 The disposable cloth is a nonwoven fabric made of a mixture of long staple rayon and cotton fibres. The cloth is not as strong as woven material but has adequate strength for one time use. The size approximates 24-in. by 24-in. The fabric is white but the impregnation dyes it a bright yellow (or other color) to show that the cloth is treated and to the proper degree. The cloth should not be dampened. Dampening is unnecessary as the cloths have sufficient chemical treatment to pick up and retain dust. A single cloth is capable of cleaning from 2000 to 4000 sq. ft. of floor area depending upon soil conditions. Because the fabric is made of long staple rayon and cotton fibres and the cloth is used but once, it does not lint as much as woven cotton cloth which sheds fine particles of lint due to repeated wear and laundering. For this reason the disposable type treated cloth is prescribed for sweeping in telephone equipment space.

1.07 Dustless sweeping with a treated cloth affords the following advantages in comparison with using a damp cloth:

- (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 cloth method. Thus the number of cloths required in a given space is substantially reduced.

SECTION H51.104.3

(3) The sweeping operation is made easier because the cloth is dry and moves more readily over the floor.

1.08 The chemical 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 not irritating to normal skin.

2. EQUIPMENT AND SUPPLIES

2.01 The following are required:

Tool, Sweeping, Masslinn No. 2121

Cloth, Cleaning, Masslinn No. 1050

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

Lobby Dust Pan and Brush

The disposable sweeping cloth can not be used successfully with the damp sweeping tool with swivel brush head.

3. SWEEPING IN NON-TELEPHONE EQUIPMENT SPACE

3.01 Non-telephone equipment space includes office areas, operating rooms, lounges, cafeterias, corridors, lobbies, basements, stairways and other space where there is no exposed telephone apparatus.

3.02 Procure a sufficient quantity of treated cloths for the scheduled sweeping. Each cloth will clean about 2000 to 4000 sq. ft. depending upon soil conditions in the particular area. The clean cloths are carried in one side of a two-compartment pail. The cloth is attached to the tool as shown in Exhibit A. To do this, spread out a cloth on the floor or on any suitable flat surface. The cloth is placed square, not diagonally, a little to the right. Grasp the tool by the handle and place it in the middle of the cloth with the long dimension extending from left to right. Rest the handle on the right shoulder. With both hands free, tuck the near edge of the cloth under the lip of the boot on the near side. The outer side of the cloth will pass through the

slot in each corner of the boot to overlap the tool on each side. Without changing position, grasp the handle and turn the tool 180 degrees. This will bring the opposite side of the tool and cloth into position for attaching this edge of the cloth in the same manner. The cloth forms a loop which serves to enclose the dirt on the soiled side when the cloth is reversed. ***Be sure to tuck the cloth well into the slot in each corner of the boot.***

3.03 The loop of cloth is three times as long as the width of the tool head. It thus provides three cleaning surfaces, one on each end and a third in the center. To expose each of these surfaces, the tool is simply raised a short distance above the floor and placed down on one of the three positions on the cloth. The loop trails the tool head while sweeping except when the tool is in the center position. It is preferable to use the center position first. **THE CLOTH IS USED IN EACH POSITION UNTIL IT IS HEAVILY SOILED AND ITS YELLOW (OR OTHER) COLOR COMPLETELY OBSCURED.**

3.04 The method of reversing the cloths is shown in Exhibit B, Figs. 1, 2, and 3. Pull the near edge of the cleaning cloth from under the lip of the plastic boot. Then pull from opposite side. Remove tool from cloth, resting handle on shoulder. Grasp cloth in center and turn over. Spread out top half exposing soiled side. Place tool in center of soiled side and reattach the cloth. The cloth is now ready for sweeping with the dirt on the soiled side enclosed within the loop. When the reversed side is soiled, remove it from the tool as described above. It will be noted that the edges of the cloth that were tucked under the lip of the boot are clean. As shown in Exhibit B, Figs. 4, 5, and 6, fold the cloth so that these edges are adjacent. Then by holding the cloth at the sides of these clean areas, the soiled portion can be folded under the clean portion. This eliminates handling soiled cloth and scattering soil in disposing of the cloth. Any soil that may have dropped on the floor is wiped up with the folded cloth. Place soiled cloths in one side of two-compartment pail for disposal.

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

3.06 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 and filing cabinets.
- (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. This type of stroke is used in unobstructed areas. When using this stroke, the user may walk either forward or backward. However, it is generally preferable to walk forward.
- (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.

3.07 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.

3.08 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.

3.09 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 3 to 4 feet.

4. SWEEPING IN TELEPHONE EQUIPMENT SPACE

4.01 To minimize the possibility of scattering dust in switchrooms, power rooms and in other areas where there is exposed telephone apparatus, the cloth is folded in half before being attached to the sweeping tool. The folded cloth is attached in the usual manner. The arrangement is illustrated in Exhibit C. The cloth can be turned over and reversed to present four cleaning surfaces.

4.02 Except for the different manner of attaching the cloth on the tool, the sweeping procedures followed in telephone equipment space are the same as in other areas as described in Part 3, Sweeping in Non-Telephone Equipment Space.

4.03 The forward stroke is used in equipment aisles. When an aisle is obstructed by a ladder, sweep along the equipment frames on one side to the ladder; sweep under the ladder; then reverse direction and sweep along the frames on the opposite side back to the cross aisle. When an unobstructed aisle is reached sweep through on one side to the next cross aisle; then do the unfinished portion of the obstructed aisle (or aisles) as described above; return to complete the unobstructed aisle. If a ladder is in use warn the person on it of your presence.

4.04 Do not change or replace the cloth in equipment aisles. The cloth should not be too heavily soiled before changing its position on the tool or replacing it.

4.05 WHEN DUSTLESS SWEEPING IN PANEL SWITCHROOMS, EVERY PRECAUTION MUST BE TAKEN TO PREVENT THE TOOL FROM GOING UNDERNEATH THE GUARD RAILS AND STRIKING THE SELECTOR RACKS.

4.06 Masslinn Cleaning Cloth No. 1050 should not be used for cleaning telephone equipment.

5. SWEEPING UP SAND

5.01 In areas where tracking in of sand is a problem, such as entrance lobbies, halls and corridors, a different procedure is necessary

SECTION H51.104.3

than that previously described. Sand can not be picked up and retained on a cloth but must be swept up in a conventional manner. To do this, fold the sweeping cloth at the center and attach it to the tool as described in Paragraph 4.01 when sweeping in telephone equipment space. Then use the tool in the same way as a hair floor brush. Sweep the sand into convenient piles and pick up the piles with the lobby dust pan and brush. As noted in Paragraph 4.01, when the cloth is folded and attached in this manner, it can be turned over and reversed to present four cleaning surfaces. Suitable mats placed at all entrances will relieve the sand problem.

Attached:

Exhibits A, B and C

6. CARE OF EQUIPMENT

6.01 The accumulations of soiled treated cloths are placed in a metal waste container with a suitable cover until they are removed from the building as trash or burned in an incinerator. Do not place a large number of cloths in the incinerator at one time.

6.02 The pail, sweeping tool, lobby dust pan and brush are cleaned and put away in their proper storage places after each use. To clean plastic boot, wipe with a cloth wrung out in a .3% solution of pyrophosphate cleaner. Remove from tool and allow it to dry before re-using.

ASSEMBLY OF CLEANING CLOTH ON SWEEPING TOOL



Fig. 1 – Spread cloth out on floor or other suitable flat surface, a little to one side. Grasp tool by handle and place it in center of cloth.



Fig. 2 – Rest handle on shoulder. With both hands free, tuck near edge of cloth under lip of the boot. Outer sides of cloth pass through slot in each corner of boot to overlap tool on each side. Tuck cloth well into slots in corners of boot.



Fig. 3 – Without changing position, grasp handle and turn tool 180 degrees. Attach this edge of cloth in same manner. A loop of cloth is thus formed under tool.

ASSEMBLY OF CLEANING CLOTH ON SWEEPING TOOL



Fig. 4 – Loop of cloth under tool is three times width of tool head. It thus provides three cleaning surfaces, one on each side and one in center. This picture shows tool head in center position.



Fig. 5 – Tool head in one side position.



Fig. 6 – Tool head in second side position.

ASSEMBLY OF CLEANING CLOTH ON SWEEPING TOOL



Fig. 1 – To reverse cloth on tool, pull cloth from near lip of boot and then from opposite side.



Fig. 2 – Place tool to one side with handle resting on shoulder. Grasp cloth in center, lift and turn over. Cloth will be folded in center.



Fig. 3 – Spread out cloth to full size, soiled side up. Place tool in center of soiled side and reattach cloth. Wipe up any soil dropped on floor.



Fig. 4 – When reversed side of cloth is soiled, remove it as described under Fig. 1. It will be noted that edges of cloth which were tucked under lip of boot are fairly clean. Fold cloth so that these edges are adjacent.



Fig. 5 – By holding cloth at sides of these clean areas and raising cloth several inches, soiled portion can be folded under clean portion.



Fig. 6 – Grasp clean side of cloth in center and fold as illustrated. Wipe up any soil that may have dropped on floor. Place soiled cloth in two-compartment pail for disposal.

ASSEMBLY OF CLEANING CLOTH ON SWEEPING TOOL FOR SWEEPING IN TELEPHONE EQUIPMENT SPACE AND WHEN SWEEPING UP SAND



Fig. 1 – Fold cloth at center. Spread on floor or other suitable flat surface. Place tool in center of folded cloth.



Fig. 2 – Rest handle on shoulder. Tuck near edge of cloth under lip of boot. Turn tool around and attach opposite side. Tuck cloth well into slot in each corner of boot.



Fig. 3 – Cloth attached. Cloth can be turned over and then inside out to present four cleaning surfaces.



Fig. 4 – To remove cloth, pull from under lip at center and with side motion disengage cloth from boot. Turn tool around and remove from opposite side. Turn cloth over and reattach. To turn inside out, detach, spread cloth with soiled side down, grasp at center, lift to fold with clean side out. Reattach. Wipe up any soil dropped on floor.