

**DUSTING
(FLOOR REACH)
DAMP CLOTH METHOD**

1. GENERAL

1.01 This section outlines the procedures to be followed for dusting furniture, office equipment, radiators, window sills, wainscoting, fire extinguishers, etc. It covers low or floor reach dusting, that is, such dusting as can be done without the use of a stepladder.

1.02 This section is reissued to eliminate this method as the preferred procedure for dusting in switchrooms and terminal rooms. The preferred method in these areas is covered by Section H51.105.3, Dusting (Floor Reach) Treated Cloth Method, Disposable Type.

1.03 Dusting with laundered treated cloths is covered by Section H51.105.2, Dusting (Floor Reach) Treated Cloth Method, Laundered Type.

1.04 The instructions contained herein are covered also in a sound motion picture film entitled "Dusting." Copies of the film may be ordered from the Western Electric Company as follows: (Quantity) Film, 16 mm, "Dusting."

1.05 Dusting should be done before sweeping so that any loose dust, clips or other debris which may fall to the floor will be removed by the subsequent sweeping operation. Care is required to avoid smearing light colored walls and other surfaces in the course of dusting.

→1.06 Since dust accumulates more rapidly on horizontal surfaces than on vertical surfaces, dusting operations are divided into two general classifications designated as (1) "tops only" and (2) "complete." "Tops only" dusting consists of removal of dust from the tops of desks, tables, filing cabinets, radiators, etc, and is usually done daily. "Complete" dusting consists of the over-all or thorough dusting of furniture, building equipment and all floor reach surfaces, both horizontal and vertical. Such dusting usually is done weekly or at less frequent intervals.

→1.07 The time and effort required for dusting desks, tables and filing cabinets is considerably less when their tops are clear. When papers and other objects which retard the dusting operation are regularly left on desks after business hours, it is suggested that the building service people solicit the cooperation of the departments involved, for the purpose of minimizing this condition.

→1.08 Where the occupants dust the tops of desks and the seats of office chairs of general office space, the remaining surfaces of desks and the chair legs are dusted by the building forces as required. Temporarily unoccupied private offices and unused class and conference rooms need only be dusted periodically, as required.

→1.09 All ash trays, whether on furniture to be dusted by the building cleaning forces or not, shall be emptied and cleaned daily. They shall be emptied into metal containers provided for this purpose.

→1.10 No oil, wax or so-called chemical treatment shall be applied to the cloths used by the building service forces for damp dusting.

→1.11 Any defective, broken or loose objects or parts of furniture or any other hazardous conditions observed while dusting should be reported to the supervisor.

2. TOOLS AND SUPPLIES

2.01 For Dusting

Dust or sweeping cloths, dampened
Two-compartment pail
Blade-type radiator brush or other approved dusting tool
Rubber bands (No. 30, 2" by 1/8")

2.02 For Washing Cloths

Pyrophosphate cleaner
Powdered soap
Pails

3. ASSEMBLY OF DUSTING TOOL

3.01 Exhibit A, Figs. 1 to 6 illustrates how the dampened cloth and tool are assembled for dusting.

3.02 The cloth to be held in the hand is bunched by laying it flat (open) on a clean surface and gathering it together in a sweeping motion bringing the outer edges to the center into a rather loose pad about 10 inches or 12 inches in size. There should be no loose ends to trail or fly about and scatter dust.

3.03 Dampening of cloths is a part of the washing operation described in Part 7. The damp cloths shall not be so damp as to wet or smear the surfaces they touch. Clean dust cloths are packed into one section of the two-compartment pail. The other section is for the used cloths.

4. DUSTING WITH THE HAND CLOTH AND TOOL

4.01 To dust with the cloth held in the hand the folded cloth is used with light wiping strokes. For all flat surfaces it is moved across the surfaces in long, straight overlapping strokes without lifting until the stroke is completed. The cloth is held and manipulated at all times so that dust is not shaken or dropped off.

4.02 When dusting furnishings adjacent to walls or partitions, as well as such items as extinguishers which are wall mounted, the cloth is guided carefully to avoid smearing the painted surfaces.

4.03 The dust cloth is refolded from time to time, as required, to present clean surfaces and to retain accumulated dust. When soiled beyond further use, the cloths are placed in the section of the two-compartment pail reserved for soiled cloths.

4.04 To dust with the cloth covered tool, it is moved across the surface to be dusted in long, straight, overlapping wiping strokes without lifting the tool head until the stroke is completed. The sides of the bristles are pressed lightly against the surface being dusted. Insofar as possible the stroke should begin and end at the edges or ends of the furniture top, window sill, etc. The tool should not be used without being covered with a dampened cloth.

4.05 Cloths used for dusting should not be shaken while dusting, either in the room, in hallways or out of windows. Dust laden or dried out cloths are returned to the section of the two-compartment pail reserved for them. **REVERSING A SOILED CLOTH ON THE TOOL IS NOT RECOMMENDED** because it is usually dried out to a point where it will no longer retain dust.

4.06 Extra steps and effort can be saved when dusting is done in a planned and orderly manner. Always do the items next to each other before moving on, in order to avoid retracing steps. For example, dust chairs adjacent to desks or tables before moving on to the next desk. Dust filing cabinets when passing them rather than return to them after doing other items.

5. TOPS ONLY DUSTING

5.01 The customary day-to-day dusting of furniture, radiators, etc, on a "tops only" basis consists of doing only the floor reach horizontal top surfaces.

5.02 In the case of desks, tables, bookcases, cabinets, radios, scrap bins, etc, only the flat top surfaces are dusted. With chairs, it consists of doing the seats, upper surfaces of the arms and tops of the back section without going in between the slats, and does not include the bases even though they have horizontal areas. With radiators, only the tops of the sections are done.

6. COMPLETE DUSTING

6.01 Complete or over-all dusting consists of doing all accessible floor reach surfaces, i.e., tops, vertical, sloping and curved areas. Complete dusting begins at the highest point of a desk, chair, extinguisher, etc, and progresses downward until completed.

6.02 Items like wall telephones, extinguishers, bulletins, etc, are given "complete" treatment at each dusting. Lamps, ornaments, business papers and magazines on tables and desks are moved and the surfaces underneath done before replacing them. The damp cloth is not allowed to contact fabrics, parchment or other materials that may be damaged by moisture.

7. WASHING DUST CLOTHS

7.01 Used cloths may be sent to a commercial laundry for cleaning under the wet wash classification or laundered on the premises.

7.02 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.

7.03 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 dusting.

7.04 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 7.03. 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.

7.05 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 dusting but, cloths so packed, will only retain their dampness for a few hours.

7.06 Under some conditions, it may be desirable to pack a number of dampened dust 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.

8. CARE OF EQUIPMENT

8.01 The pail and dusting tool should be cleaned and put away in their proper places.

Attached:
Exhibit A.

ASSEMBLY OF DAMPENED CLOTH ON RADIATOR BRUSH



Fig. 1 - Fold the cloth in half and place on a flat surface with the folded edge away from you. Note the position of the rubber band on the tool handle. (Use #30 — 2 x 1/8 inches.)

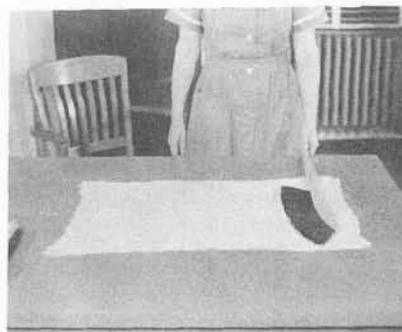


Fig. 2 - Place the radiator brush on the cloth with the wood part about 2 inches from the left edge of the cloth. The end of the bristles should be about 1 inch from the fold.

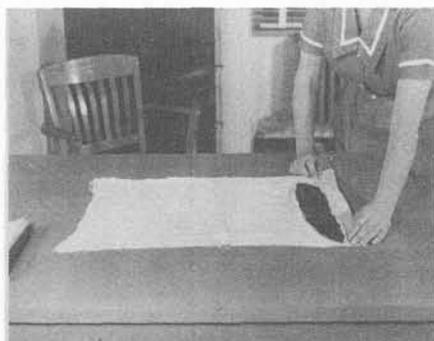


Fig. 3 - Fold the short end of the cloth over the wood part of the brush.

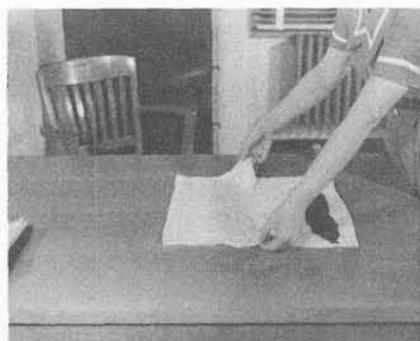


Fig. 4 - Fold the long part of the cloth in half. This extra thickness will help to retain the moisture.



Fig. 5 - Now throw the folded cloth over the bristles and raise the tool from the table.



Fig. 6 - Gather the cloth at the handle and slip the rubber band about 3 inches over the cloth.