

DUSTING  
(FLOOR REACH)  
TREATED CLOTH METHOD  
LAUNDERED TYPE

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 change the title and to eliminate this method as a recommended 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 by the damp cloth method is covered by Section H51.105.1, Dusting (Floor Reach) Damp Cloth Method.

1.04 This section describes an alternate dusting 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 use of a treated cloth for dusting is more effective than a dry untreated cloth. The surfaces are left cleaner, the dust is retained in the cloth and the scattering of dust inherent in the dry method is avoided.

1.06 As compared to the damp cloth method, dusting with a treated cloth affords the following advantages:

- (1) The dust absorbent treatment is nondrying and is not depleted by evaporation before or during the dusting operation.
- (2) When dusting with the dusting tool (Part 5), both sides of the dusting cloth may be used rather than only one side because

of the nondrying feature. Thus the number of cloths required in a given space is reduced.

(3) Dusting is made somewhat easier because the cloth is dry and moves more readily over the surface.

1.07 The treated cloth is not as effective in removing finger marks from desk tops and other surfaces as a damp cloth. Accordingly, an untreated damp cloth is employed as necessary for this purpose.

1.08 The compound used for treating the dusting 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 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 dusting 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 dusting cloth furnished by commercial laundries is a heavy fabric. The heavy weight provides the durability necessary for processing in the laundries. It is approximately 16" by 27" and is hemmed at the two cut edges.

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.

1.12 A sound motion picture film entitled "Dusting" covers the information contained herein with the exception that it refers to the damp cloth dusting as described by Section H51.105.1. The film is fully adaptable for training in the treated cloth method as outlined in the supplement to the Instructor's Manual, "Dusting."

**2. PROCEDURE**

2.01 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.

2.02 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. Further information is given in Parts 6 and 7.

2.03 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 returning to them after doing other items.

2.04 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 especially provided for this purpose.

2.05 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.

2.06 Where the occupants dust the tops of desks and the seats of office chairs in 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.

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

2.08 Treated dust cloths should not be used for cleaning telephone equipment.

**3. TOOLS AND SUPPLIES**

3.01 For daily use:

- Cloth, Dust, Treated, Laundered Type
- Pail, two-compartment type for carrying both the clean and soiled cloths
- Brush, Radiator, blade-type or other approved dusting tool
- Band, Rubber (#30, 2" by 1/8")

3.02 For occasional use:

- Cloth, Dust, *Untreated* (to be dampened)

**4. ASSEMBLY OF DUSTING TOOL**

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

**4.02** The cloth to be held in the hand is bunched by laying it flat (open) on a clean surface and gathering it 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.

**4.03** Clean dust cloths are packed into one section of the two-compartment pail. The other section is for the used cloths. A lightly dampened cloth that is *untreated* is used as required to remove finger marks from desk tops and other surfaces.

#### **5. DUSTING WITH THE HAND CLOTH AND TOOL**

**5.01** 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.

**5.02** 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 contacting the painted surfaces.

**5.03** The dust cloth is refolded from time to time, as required, to present clean surfaces and to retain accumulated dust. It may be used on both sides. When soiled beyond further use, the cloths are placed in the section of the two-compartment pail reserved for soiled cloths.

**5.04** 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 treated cloth.

**5.05** Cloths used for dusting should not be shaken while dusting, either in the room, in hallways or out of windows. When soiled on one side, the cloth can be removed from the tool, reversed and replaced on the tool for further use. Dust laden cloths are returned to the section of the two-compartment pail reserved for them.

#### **6. TOPS ONLY DUSTING**

**6.01** 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.

**6.02** 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 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.

#### **7. COMPLETE DUSTING**

**7.01** 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.

**7.02** 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.

#### **8. CARE OF EQUIPMENT**

**8.01** The accumulation of soiled dust cloths is placed in a bag and stored in a metal container or cabinet (along with soiled sweeping cloths) in a suitable location until picked up by the commercial laundry. The pail and brush should be cleaned and put away in their proper places after each use.

ASSEMBLY OF DUST CLOTH ON RADIATOR BRUSH

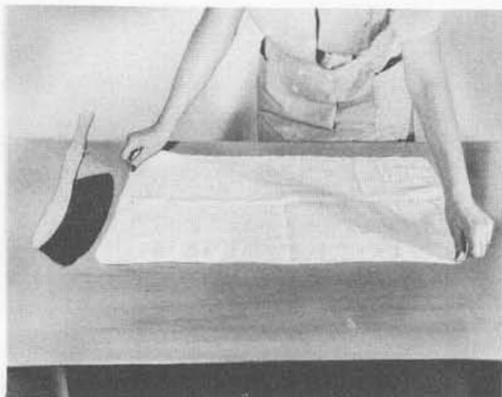


Fig. 1 - Place the cloth on a flat surface. Slip the rubber band over the end of the tool handle (Use #30 — 2 x 1/8 inches).

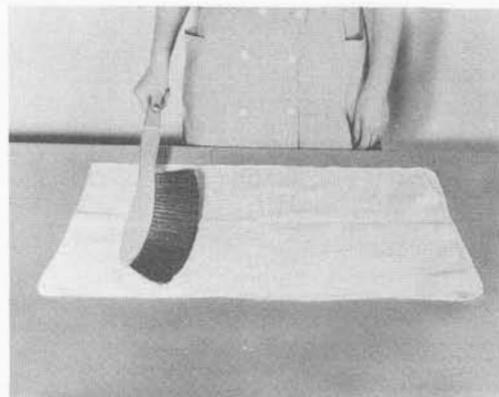


Fig. 2 - Place the radiator brush on the cloth with the wood part about 4 inches from the left edge of the cloth. The end of the bristles should be about 1 inch from far edge.

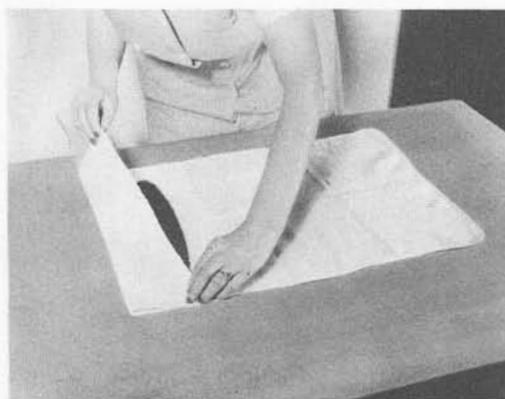


Fig. 3 - Fold the short end of the cloth over the brush.



Fig. 4 - Fold the long part of the cloth over the brush so that about 7 inches extends beyond the handle.

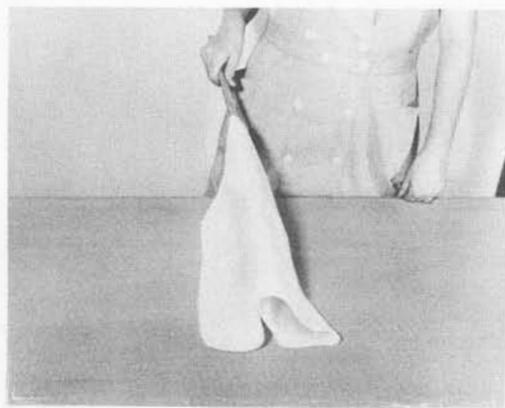


Fig. 5 - Raise the tool from the table.



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