

DUSTING
(FLOOR REACH)
TREATED CLOTH METHOD
DISPOSABLE 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 recommend disposable treated cloths as the preferred method for dusting in switchrooms and terminal rooms.

1.03 This section describes a dusting 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 8.02.

1.04 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.

1.05 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.

1.06 The treated cloth is not as effective in removing finger marks from desk tops and other surfaces as a damp cloth. It is also unsuitable for cleaning between the sections of cast iron radiators. Accordingly, an untreated damp cloth is employed as necessary for these purposes.

1.07 The disposable cloth is a nonwoven fabric made of a mixture of long staple rayon and cotton fibres held together by an adhesive. 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. 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 preferred for switchrooms and terminal rooms.

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.

1.09 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 adaptable for training in the treated cloth method.

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 suitable 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 left regularly 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, as required.

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 Masslinn cleaning cloth No. 1050 should not be used for cleaning telephone equipment.

3. TOOLS AND SUPPLIES

3.01 The following are required:

Cloth, Cleaning, Masslinn No. 1050

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 (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 laid out on a flat surface and folded into a pad or gathered in a sweeping motion to bring 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 cloths are packed into one section of the two-compartment pail. The other section is for soiled cloths.

5. DUSTING WITH THE HAND CLOTH AND TOOL

5.01 To dust with the cloth held in the hand the 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 a pail for disposal. If only lightly soiled, the cloths may be placed on the sweeping tool and used for sweeping in areas other than switchrooms and terminal rooms.

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 When the outer surfaces of the cloth are soiled, it is removed from the tool and replaced so that clean surfaces are exposed. This can be done several times. Cloths should not be shaken while dusting, either in the room, in hallways or out of windows. Dust laden cloths are placed in a pail for disposal.

5.06 The dampened dust cloth is used as required to remove finger marks from desk tops and other surfaces. The dampened cloth placed on the dusting tool is preferred for dusting between the sections of cast iron radiators especially those having narrow openings.

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 con-

sists 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 Cloths used for dusting which are not soiled to the extent that the yellow (or other) color of the cloth is completely obscured, may be used for dustless sweeping as described in BSP H51.104.3, Sweeping, Dustless, Treated Cloth Method, Disposable Type.

8.02 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.

8.03 The pail and radiator dust brush are cleaned and put away in their proper storage places after each use.

ASSEMBLY OF CLEANING CLOTH ON RADIATOR BRUSH

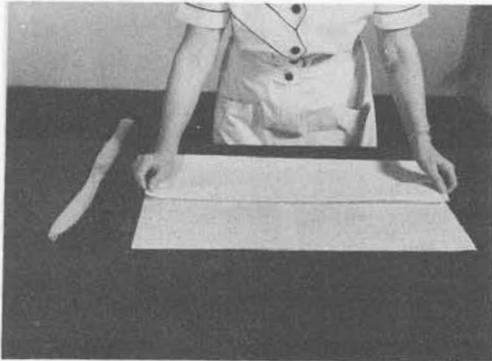


Fig. 1 - Place the cloth on a flat surface and fold over about one-third of the cloth on itself. Slip a rubber band (#30 - 2 x 1/8 inches) over the tool handle.

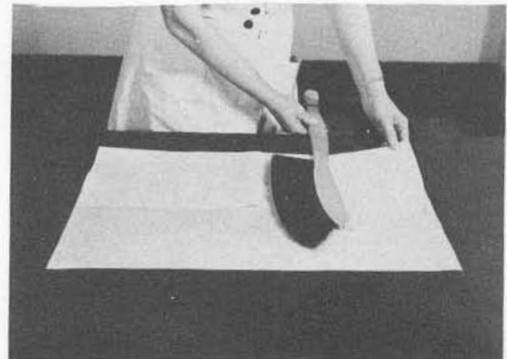


Fig. 2 - Place the radiator brush on the cloth with the wood part about 6 inches from the left edge of the cloth. The end of the bristles should be about 1 inch from the far edge.

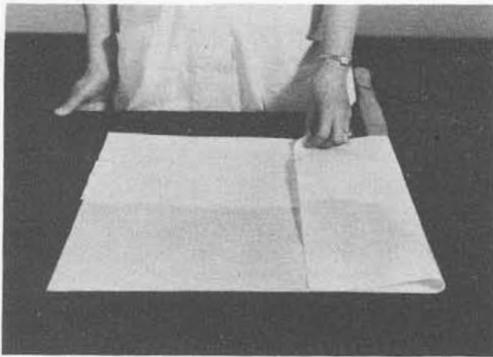


Fig. 3 - Fold the short end of the cloth over the brush.

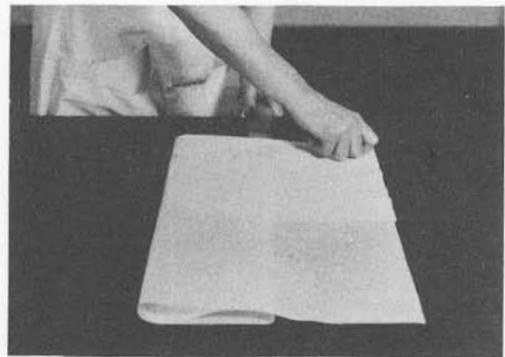


Fig. 4 - Fold the long part of the cloth over the brush so that about 6 inches extends beyond the handle.

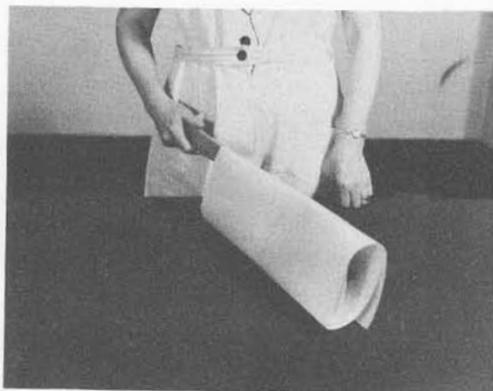


Fig. 5 - Raise the tool from the table.



Fig. 6 - Gather the cloth at the handle and slip the rubber band about 2 inches over the cloth.