

## DUSTING

### 1. GENERAL

1.01 This section outlines the procedure to be followed for the day-to-day general dusting of furniture, office equipment, radiators, window sills, meeting rails and deflectors, sill type ventilators, wainscoting, etc. It covers only such dusting as can be done without the use of a step-ladder.

1.02 The method described is designed to provide effective cleaning results with a minimum of reaching and stooping.

1.03 Dusting should be done prior to sweeping, where feasible, so that loose dust, clips or discarded papers, etc., which fall to the floor will be removed by the sweeping operation.

1.04 It is desirable, where agreeable to the departments involved, to have the tops of desks and the seats of office chairs in general office space dusted by the occupants rather than by the building cleaning force. When this is done, each occupant is supplied with a half-size dust cloth for this purpose. In such cases the remaining surfaces of desks and the chair legs shall be dusted by the building forces as required. Private office furniture shall be completely dusted each day. Temporarily, unoccupied private offices need only be dusted periodically as required.

1.05 All ash trays, whether on furniture to be dusted by the building cleaning forces or not, shall be emptied and cleaned daily.

1.06 No oil, wax or chemical treatment should be applied to the cloths used for routine dusting. However, the cloths may be very lightly dampened with water for dusting oak and metal furniture and file cabinets in general office space.

### 2. TOOLS

2.01 For General Space.

Radiator Brush (blade type)

Dust Cloths (full size)

2.02 For Equipment Space.

Radiator Brush (blade type)

Sweeping Cloths

### 3. ASSEMBLY OF DUSTING TOOL

3.01 Refer to Fig. 1 and Fig. 1A attached for guidance in assembling the dusting tool.

3.02 Proceed as follows:

(1) Fold a large dust or sweeping cloth in half so that it is approximately 18 inches by 36 inches.

(2) Lay the folded cloth on a flat surface.

(3) Place the brush element (hair) in about the middle of the cloth.

(4) Tie ends A and B together tightly in a single knot around the handle.

(5) Taking hold of the cloth at points C + D bring it over the brush and tie ends C and D together in a single knot around the handle.

The assembly then has the appearance of Fig. 1A and is ready for use.

### 4. PROCEDURE

4.01 To dust, grasp the brush near the end of the handle and sweep across the surface to be dusted in long, even wiping strokes without lifting the tool until the stroke is completed. Best results will be obtained if the tool is held so that the sides of the bristles are pressed lightly against the surface being dusted.

Whenever possible, each stroke should be started and completed at the edges of the furniture, window sills, dado sills, etc., to prevent a line of dust from remaining where the stroke was begun or ended. The tool should not be whipped over the surfaces being dusted.

4.02 When the outer surface of the cloth becomes soiled, the cloth should be reversed and replaced on the brush in the prescribed manner to provide a clean surface.

4.03 When dusting radiators the cloth covered brush should be stroked across section connections then downward along the section, followed by dusting the baseboard and floor behind and underneath the radiator.

4.04 Ash trays should be emptied into a pail and later disposed of with the sweepings. The trays are wiped with a piece of dampened dust cloth. Brass trays are polished with metal polish periodically as required to maintain a good appearance.

5. CARE OF TOOLS AND SUPPLIES

5.01 Where the daily usage of dust cloths in a building does not exceed 15 or 20 pieces, they are usually hand washed on the premises. Where the quantities are greater, they may be sent to local laundries or washed in an electrically operated washing machine.

5.02 For hand washing use a solution of two ounces of powdered soap to the pail of water, preferably hot, then rinse in clear water and hang up to dry in a clean, well ventilated room. Prior to hand washing of the cloths they should be inspected for any pins

or other sharp particles that might injure the hands.

5.03 The same proportion of powdered soap is used for the washing machine.

5.04 The sweeping cloths used in telephone equipment space, being of special lint-free construction, shall not be sent to commercial laundries because of the probability of getting lint on them from other sources. They shall be either hand or machine washed as described in Paragraphs 5.02 and 5.03. The sweeping cloths and dust cloths, however, shall be washed and handled separately to avoid any possible excess lint from the dust cloths getting on the sweeping cloths.

Attached:

Figs. 1 and 1A.

ASSEMBLY OF DUSTING TOOL

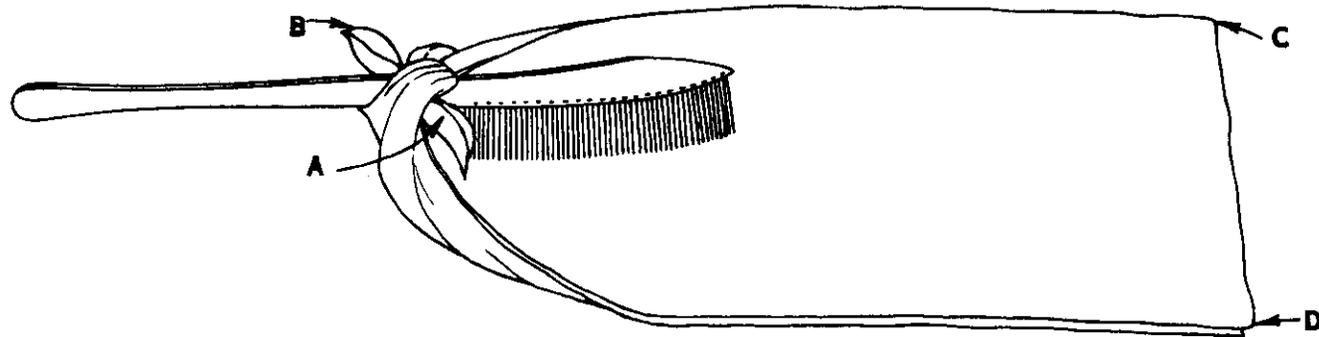


FIG. 1

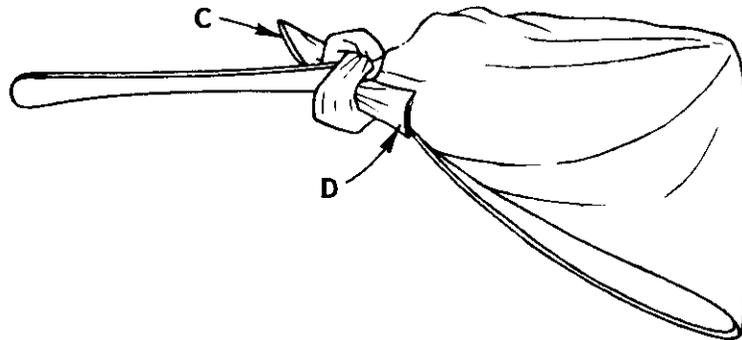


FIG. 1A