

MAINTENANCE OF WINDOW SHADES

1. GENERAL

1.01 This section describes the procedures for maintaining the recommended plastic coated window shades in clean presentable appearance.

1.02 It is reissued and generally revised to recommend the use of treated dust cloths for dusting, and scouring powder for spot washing the shades. Also, it provides additional details regarding maintenance procedures for both the single and double hung shades.

1.03 Painted or starch coated (Holland type) shades may be damaged by spot cleaning or washing treatment and, therefore, should not be spot washed as described in this section.

1.04 The maintenance of uniformly clean and neat appearing window shades is important, aside from reflecting good housekeeping, because in most instances they are seen by the public. Clean shades create a favorable impression, soiled ones do not. When shades are not kept clean the casual dirt or dust is pressed into the surface as the shades are raised and lowered. More drastic cleaning effort is then required and there is likelihood of permanent stain especially at the midpoint.

1.05 Where shades can not be maintained at a satisfactory appearance level by routine dusting and/or spot washing, the recommended type may be over-all washed. However, over-all washing can be done more advantageously by window shade washing concerns because of the specialized kind of equipment needed to do the work effectively. It is preferable to replace shades which have been in service for ten or more years rather than to over-all wash them because the remaining service life may not justify the washing expense.

1.06 It is intended that ordinarily single hung shades shall be dusted or spot cleaned from the floor by pulling them down. However, if the soiled areas can not be reached from the floor, a stepladder is used observing the safety precautions described in Bell System Practice Section H51.201, Stepladders - Use and Care. A stepladder will be required to dust or spot clean the upper portion of double hung shades.

2. EQUIPMENT AND MATERIALS

2.01 For dusting:

Clean oil emulsion treated dust cloths.
If not available use slightly dampened dust cloths.
Radiator brush.
Stepladder, if required.

2.02 For spot washing:

Sponges (natural or cellulose).
Two-compartment pail.
Scouring powder.
Water, preferably warm.
Stepladder, if required.

3. DUSTING - PROCEDURE

3.01 Routine dusting of window shades is done at suitable intervals ranging from monthly to semiannually or longer depending upon local dirt conditions. The purpose is to remove the casual dust, soot, and lightly imbedded dirt. It is usually required only on the bottom half of the shade in the case of single shades and the top in addition to the bottom sections of double hung shades.

3.02 The dusting tool is assembled by mounting the oil emulsion treated or slightly dampened dust cloth on the blade type radiator brush by folding it over and fastening with a rubber band as illustrated in Bell System Practice Sections H51.105.1 and H51.105.2.

3.03 The window is first closed. Single hung shades are pulled down nearly to the sill or as far as necessary to reach slightly higher than its midpoint. The surface of the shade facing the window is dusted, holding it away from the window by grasping at the slat and using side-to-side strokes. The strokes should include the slat area as dust accumulates more readily at that point. When doing the surface facing the room the slat is also held to maintain firmness and the shade is similarly dusted using side-to-side or other convenient strokes. The top half of the shade does not ordinarily require dusting but it should be done if needed.

3.04 With double hung shades the upper portion is raised nearly to the top of the window. A stepladder is placed at the side of the window

facing parallel to it and as close to the wall as possible. Since it is under constant tension, the side of the shade facing the street is held out from the window a few inches by grasping one end of the slat. The dusting tool is stroked downward reaching in for at least half of the shade width. While on the stepladder at that position the side of the shade facing the room is dusted, again using downward strokes. The stepladder is moved to the other side of the window and similar treatment is given to the other half of the upper portion. The top surfaces of the roller areas are done by drawing the dusting tool over both of the rollers. This may require that the bottom shade be pulled down about one foot and held outward by the slat while the dusting tool is rubbed along the upper surface of the lower roller. The lower half of the shade is done by pulling it down to within three or four inches of the window sill or window deflector level. If under tension each side of the surface facing the window is stroked downward the same as for the upper portion, holding it outward by the slat. If the lower portion is not under tension, it is pulled down, held away from the window, and stroked as described in Paragraph 3.03.

4. SPOT WASHING - PROCEDURE

4.01 Spot washing is done where needed when routine dusting fails to remove such imbedded soil as fingermarks, rain spots, etc.

This operation is not intended to replace overall washing, if required. One side of the two-compartment pail serves for the washwater and the other for rinse water, and two sponges are used.

4.02 The soiled spots or areas are cleaned by rubbing with a damp sponge on which scouring powder is sprinkled very sparingly. The sponge is wrung quite dry so that it will not drip when rubbed against the shade. It is rubbed against the soiled area with pressure but the pressure is decreased about the edges of the area so as to avoid showing a conspicuously clean spot. The sponge is rinsed frequently in the wash water to avoid smearing the shade.

4.03 The cleaned area is wiped clean with the rinse sponge which is rung nearly dry to avoid dripping. This sponge is also frequently rinsed to effectively remove any remaining scouring powder or loosened dirt. Again lighter pressure is applied about the edges of the cleaned area to blend in with the rest of the shade. No drying operation is required.

5. CARE OF EQUIPMENT

5.01 All pails, cloths, and sponges are cleaned following their use and returned to the place of storage. The sponges are allowed to dry thoroughly before being placed in storage. The soiled oil emulsion treated cloths are placed in the containers reserved for them.