

CUSTODIAL TRAINING GUIDE



CARPET CLEANING



Objectives and Materials



- The purpose of carpet cleaning is to remove dirt and stains that accumulate on carpet flooring.
- Carpets are cleaned several times a year during breaks and over summer vacation.
- Carpets can be spot cleaned as needed.
- Materials needed include:
 - a vacuum
 - a large, self propelled carpet cleaner
 - a small, manually operated carpet cleaner
 - a floor dryer
 - a bucket and brush
 - wet floor signs
 - carpet cleaning chemical
 - stain removing chemical





Safety



- Several people should work together to move furniture out of the area.
- Place wet floor signs around the area so people in the building are aware of the danger.
- Read and follow all safety instructions on the products you are using.
- Wear gloves when handling chemicals.





Equipment Safety



- Use caution when working with the carpet cleaning machines. Keep in mind these general safety instructions.
- Review specific operating safety instructions with your supervisor.
- Work with the electrical cord out the path of the machine.
- Always unplug the machine at the socket.
- Unplug the carpet cleaner before making any adjustments.
- Ask questions.





Carpet Cleaner Preparation



- The self propelled carpet cleaner should be prepared prior to starting. Your supervisor will provide hands on training with the carpet cleaner.
 - Visually evaluate the machine for broken or missing pieces.
 - Report any findings to your supervisor.
 - Cords should be checked before each use.
 - Filters should be checked weekly and replaced as needed.
- Read and follow all mixing and safety instructions on the carpet cleaning product.
- Wear gloves.
- Fill the water tank to the required level then add the necessary amount of carpet cleaner.
- Water temperature should not exceed 150 degrees Fahrenheit.
- Test cleaner solution for effects on an inconspicuous area prior to cleaning.



Cleaning Procedure



- Choose the area to be cleaned.
 - The size of the area will depend on the time available.
- Remove all furniture from the area.
- Vacuum the area thoroughly.
- Treat all visible spots.
 - Follow the instructions on the stain removing product.
 - Use the bucket and brush to scrub the area if necessary.
- Place wet floor signs around the area.
- Plug in the machine and begin cleaning the carpet.
- Start on one side and work toward the other
- Walk at a slow to medium pace depending on dirt cover.
- Overlap the previous track by 3 inches.

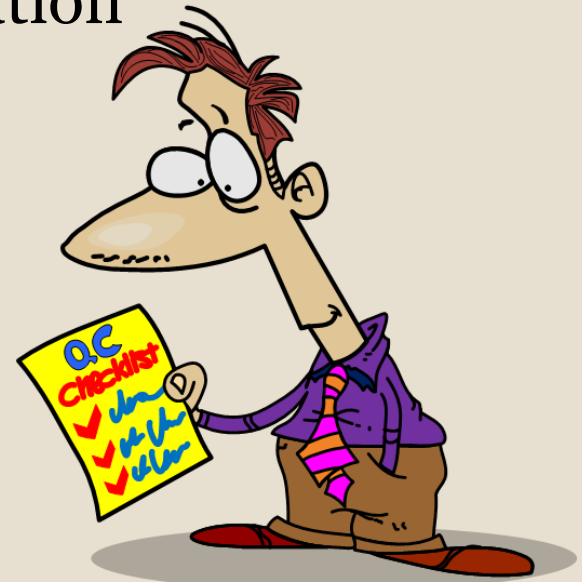




Cleaning Procedure continued...



- Continue cleaning the entire area.
- Avoid getting the carpet too wet.
- Use the smaller manually operated cleaner to reach into corners or under shelves, desks, etc.
- Place the floor dryer at a strategic location to dry the carpets.
- Move the dryer periodically.
- Allow carpets to dry thoroughly.
- Replace furniture.
- Perform a final check of the carpets cleaned.





Clean Up



- Used water should be drained from the cleaner and the recovery tank should be rinsed out.
- All equipment used should be cleaned and returned to the custodial closet.





Summary



- Choose the area to be cleaned.
- Remove all of the furniture from the area.
- Vacuum the area thoroughly.
- Spot treat any stains.
- Place wet floor signs around the area.
- Plug in the machine and begin cleaning the carpet.
- Use the smaller cleaner to clean in corners and under desks, shelves, etc.
- Place floor dryer on the area.
- Allow the area to dry thoroughly.
- Replace the furniture.
- Perform a final check of carpets cleaned.

