



Carpet Cleaning Procedure

Routine Cleaning Tasks

1. Vacuum carpet and walk-off mats
2. Police area
3. Spot clean carpet and walk-off mats
4. Remove gum/tape and other foreign objects with putty knife/scrapper

Work in circuits not circles; beginning at your cart, working through the area (combining tasks so you're doing more than one thing at a time / having everything you need when and where you need it), and finishing at your cart. The direction of the circuit, i.e. right to left, or left to right, isn't important, the objective is to establish a routine so nothing is missed. In the long run, it can be effective to reverse directions occasionally to obtain a different perspective.

Second Circuit

1. Spot clean carpet and walk-off mats:

Use a freezing aerosol gum remover to remove fresh gum. Use a liquid gum dissolver to remove older gum. To remove spills and spots, use one of the following methods:

- a) On smaller spots (3" across or less) apply carpet spot remover to spills and other carpet spots until the surface is damp, not wet. Fold a clean, dry cloth into an 8-sided cloth, place over the spot, place a heavy weight on the cloth and go do something else for 20 to 30 minutes. When you return, remove the weight, turn the cloth over to a dry side, and step on the pad with your toe once or twice. This will remove 95% of all fresh spills and spots.

Routine Cleaning Procedure

First Circuit

1. **Vacuum carpet and walk-off mats:** avoiding any previously spotted areas that remain damp.
2. **Police area:** During normal hours of operation when policing carpeted areas, or on those days that you aren't scheduled to vacuum wall-to-wall, you can use a lobby broom and dustpan to pick up small debris to keep the building looking neat and tidy.



- b) For larger spots, apply carpet spotter to the spill, agitate by tapping with a carpet spotting brush or scraping with a bone scraper. Blot the spot by hand with a clean, dry cloth, working from the outside in. Do not rub or scrub spots.



Routine Cleaning Procedure

Second Circuit Continued



- c) For larger spots, after applying carpet spotter to the soil and allowing 5 minutes contact time, quickly go over the soiled area with a standard speed floor machine (a buffer) and a dry quick-dry bonnet to remove the surface soil. Don't scrub the soil into the carpet, just quickly absorb the soil. Turn the bonnet over to dry.

- d) Large, heavy spills may require the repeated use of an extractor over the course of several days to completely remove all foreign material from the carpet.



- e) Remove spots on upholstery when spot cleaning carpet. Use the hand spotting method. Always test upholstery for color fastness before spot cleaning. Test by using a white cloth, moistened with the cleaning solution, and one finger – rub an inconspicuous area (the back or underside) vigorously for 20 to 30 seconds. If the upholstery color transfers to the cloth, do not use the product to clean the upholstery.

4. Scrape foreign objects. Remove gum, tape, and other foreign objects with a putty knife or scraper. Use a putty knife or scraper to remove all foreign objects from the floor.

Capital Supply Company
115 Castle Rd
Secaucus, NJ 07094

(212) 307-6600