

FIVE KEYS TO EFFECTIVE MAINTENANCE



PREVENTIVE MAINTENANCE

Dirt is everywhere. Keeping it out of buildings is easier and less expensive than removing it.



VACUUMING

Regular vacuuming is the most important part of any maintenance program.



SPOT REMOVAL

Spots are inevitable, but they don't have to be permanent. Remove a spill quickly and there is less chance it will become a stain.



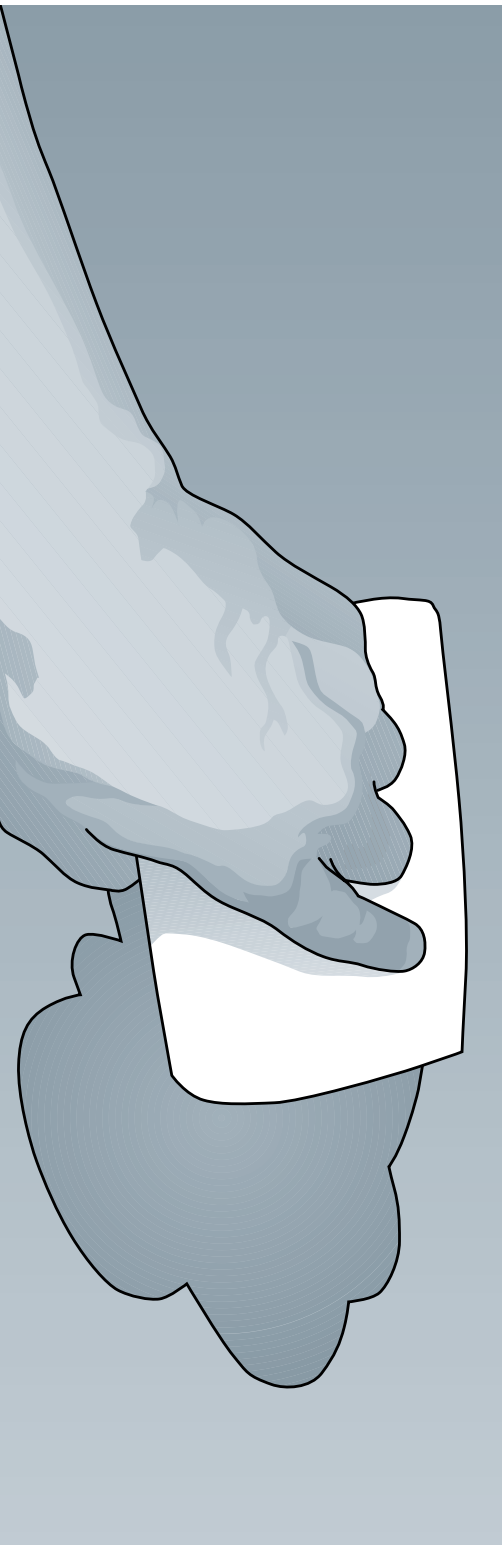
INTERIM CLEANING

Scheduled pile lifting, vacuuming, spot extraction, or dry cleaning in high traffic areas can help the carpet retain appearance and improve performance.



RESTORATIVE / DEEP CLEANING

No matter how conscientiously you work at it, daily maintenance will still leave some soil behind. Periodic deep cleaning, using hot water extraction, is most effective at removing embedded abrasive soil.



SPOT REMOVAL

Spills should be extracted or blotted up and rinsed with water immediately. Absorbent powders or spotters should then be applied and rinsed thoroughly with clear water. Always work from the edge towards the center of the spill. Never rub, it may spread the stain.

MOST COMMON TYPES OF SPOTS

CATEGORY "A" STAINS are water based stains such as catsup, fruit juice, etc.

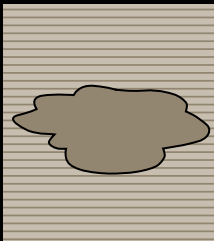
CATEGORY "B" STAINS are petroleum based stains such as grease, oil, shoe polish, etc.

CATEGORY "C" STAINS are coffee and tea based stains.

CATEGORY "D" STAINS are biological stains such as blood, urine, vomit, etc.

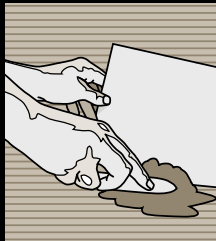
THE MECHANICS OF SPOT REMOVAL

1



Identify the spill

2



Blot or scrape up the substance

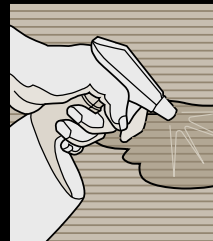
*Do not scrub

3



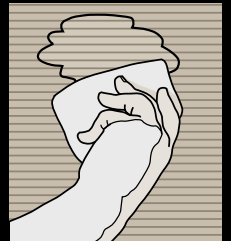
Rinse with water

4



Apply cleaning solution

5



Agitate gently

*Start at the edge and work in

PROCEDURES TO USE IN THE MOST COMMON TYPES OF SPOTS:

CATEGORY "A" STAINS

STEP 1

Blot or extract to remove substance. Rinse thoroughly with clear water. Apply an all-purpose cleaning solution sparingly and gently agitate the stained area. Blot or extract to remove substance. Rinse thoroughly with clear water to remove residue. Blot or extract to remove excess moisture.

STEP 2

Repeat if necessary.

CATEGORY "B" STAINS

STEP 1

Blot or extract to remove substance. Try implementing cleaning procedure for Category "A" stain using an all-purpose cleaner.

STEP 2

Blot or extract to remove substance. Apply only enough cleaning fluid to dampen the stained area. Gently agitate. Blot or extract to remove substance. Rinse thoroughly with clear water. Repeat as long as the stain continues to transfer from the carpet to the towel. Rinse thoroughly with clear water. Blot or extract to remove excess moisture.

STEP 3

Apply a specific POG (Paint, Oil and Grease) Cleaner sparingly to the stained area. Gently agitate. Blot or extract to remove substance. Rinse thoroughly with clear water. Blot or extract to remove excess moisture.

CATEGORY "C" STAINS

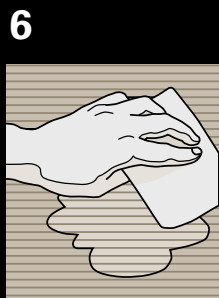
STEP 1

Blot or extract to remove substance. Rinse thoroughly with clear water. Apply coffee stain remover according to manufacturer's recommendations. Rinse thoroughly with clear water to remove residue. Blot or extract to remove excess moisture.

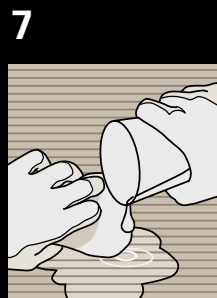
CATEGORY "D" STAINS

STEP 1

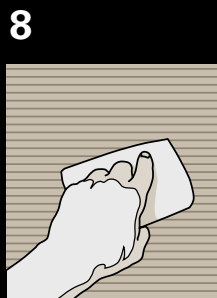
Blot or extract to remove substance. Rinse thoroughly with clear water. Apply an alkaline disinfectant type cleaner (not to exceed 10 pH) according to manufacturer's recommendations. Rinse thoroughly with clear water to remove residue. Blot or extract to remove excess moisture.



6
Blot or extract



7
Final rinse with water



8
Blot or extract the water

| STAIN | CATEGORY |
|------------------------------|-------------|
| Asphalt | B * |
| Ball Point Pen | A |
| Beer | A |
| Bleach | A |
| Blood | D |
| Brass Stain | A |
| Betadine | B * |
| Butter | B |
| Calcium Chloride (De-Icer) | A |
| Candle | B |
| Candy | A |
| Carbolic Acid (Disinfectant) | A |
| Carbon, Black | B |
| Catsup | A |
| Cement, Building | A |
| Cement, Contact | B |
| Chewing Gum | A |
| Children's Drink Mix | A |
| Chocolate | A |
| Cigarette Burn | A |
| Clay | A |
| Coke | A |
| Coffee | C * |
| Copier Toner | Vacuum only |
| Cosmetics | B |
| Glue, Latex | B |
| Grass | A |
| Grease | B * |
| Ink, Copying | B |
| Ink, Permanent | B |
| Mildew | A |
| Oil | B * |
| Paint, Latex | A |
| Paint, Oil | B * |
| Peanut Butter | A |
| Perfume | A |
| Salad Dressing | B |
| Shoe Polish | B |
| Soy Sauce | B |
| Tea | C * |
| Tomato Juice | A |
| Tomato Paste | A |
| Urine | D |
| Vomit | D |
| Wine | A |

* These difficult stains must be treated immediately to ensure removal of the stain.