



# Facilities Management Procedure

Weber State University

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## **Carpet Cleaning Procedures**

### **Description:**

This document provides a concise outline of procedures for cleaning carpeted areas at Weber State University.

### **References:**

PPM 5-45 Facilities Management

### **Definitions:**

Carpet Extractor: A machine used to extract water and unclean material from carpeted areas.

### **Responsible Party:**

Facilities Management Custodial Department

### **Procedure:**

The Facilities Management custodial staff will deep clean University carpeted areas annually. If additional cleanings outside of the annual cleanings are requested due to departmental space usage, the work will be billable to the department.

The custodial supervisors will schedule annual carpet cleanings according to the needs and schedules of the departments and buildings which they oversee. Carpet cleaning personnel will follow the procedures contained herein when carpets require cleaning.

### **A. Before Beginning**

All custodial personnel who are responsible for performing carpet cleaning duties must be trained and assigned specifically by their supervisor to do so. Before beginning, the carpet specialist will:

1. Check the schedule for carpet cleaning in the building. The custodial supervisor for the building will have the schedule.
2. Obtain several rags for spot cleaning (white rags).
3. Obtain a steam iron for difficult stain removal (i.e. red stains, grease stains etc.).
4. Collect mild to intense spot cleaning solutions.
5. Ensure that all pre-spray and solution chemicals are available for use and the solution mixes are correct according to OSHA and safety standards.
6. Have a regular vacuum reserved for extensive vacuuming.
7. Obtain a pump sprayer and container for pre-spray solution.
8. Reserve a carpet extractor through the custodial building supervisor.
9. Reserve floor fans if needed to dry carpeted area.
10. Collect any extension cords required for fans, vacuums etc.
11. Fill carpet extractor to capacity and have ready for use.
12. Fill a clean mop bucket with bonnet cleaner solution.

### **B. Spot Cleaning**

1. Move furniture away from area.
2. Vacuum area thoroughly.
3. For sodas or other liquid stains, spray spot cleaner solution on stain, leave for 5-10 minutes, agitate with rag or bone scraper to remove stains.
4. For more difficult stains, repeat the process with a more intense cleaner.
5. For artificial coloring stains, obtain a color stain remover, apply, leave for 7 minutes and place a wet towel (white) over the stain and apply a steam iron to remove the stain.
6. For grease stains, use "paint, oil & grease" stain remover. Spray, agitate and wipe up.
7. Flush with water and soak up with rags or carpet extractor until all chemical and stain is lifted.
8. Repeat if necessary.
9. For furniture, clean entire upholstered surface, otherwise spots from water and chemicals remain.

### **C. Wall to Wall Carpet**

1. Move furniture out of area. All mobile furniture must be moved off of carpeted areas to effectively deep clean.
2. Vacuum carpets extremely well to avoid debris clogs in the carpet extractor.
3. Spot clean any stained areas on carpet.
4. Obtain a pump sprayer and mix the pre-spray solution according to safety standards.
5. Spray entire carpeted area.
6. Leave on pre-spray solution and begin next step in the area where the pre-spray was started.
7. Obtain a bonnet pad (agitation pad) and soak in top bonnet solution such as "Top Spin."

8. Wring out bonnet pad until damp.
9. Place bonnet pad on buffer machine.
10. On the slowest buffer speed, agitate entire carpeted area.
11. Fill carpet extractor machine basin with warm to hot water (optional: add 1 cup of vinegar to prevent build-up of debris in extractor jets).
12. Go over entire carpeted area slowly with extractor. Refill extractor basin as needed according to Step 11.
13. Floor fans may be required for certain carpeted areas. Set out fans and run until carpet is dry. For areas with high traffic or frequent University function, always use floor fans to ensure quick drying time.
14. Vacuum once again when carpeted area is dry to lift out any remaining debris.

#### **D. Carpet Tiles**

1. Move furniture out of area. All mobile furniture must be moved to effectively clean carpeted areas.
2. Vacuum carpets extremely well to avoid debris clogs in the carpet extractor.
3. Spot clean any stained areas on carpet.
4. Obtain a pump sprayer and mix the pre-spray solution according to safety standards.
5. Spray entire carpeted area with pre-spray solution.
6. Leave on pre-spray solution and begin next step in the area where the pre-spray was started.
7. DO NOT BONNET CARPET TILES.
8. Fill carpet extractor machine basin with warm to hot water (optional: add 1 cup of vinegar to prevent build-up of debris in extractor jets).
9. Go over entire carpeted area slowly with extractor. Refill extractor basin as needed according to Step 7.
10. Floor fans may be required for certain carpeted areas. Set out fans and run until carpet is dry. For areas with high traffic or frequent University function, always use floor fans to ensure quick drying time.
11. Vacuum once again when carpeted area is dry to lift out any remaining debris.

#### **E. Entry Mats**

1. Remove entry mats away from traffic areas.
2. Vacuum mats extremely well to avoid debris clogs in the carpet extractor.
3. Spot clean any stained areas on carpets.
4. Obtain a pump sprayer and mix the pre-spray solution according to safety standards.
5. Spray entry mats with pre-spray solution.
6. Leave on pre-spray solution until dry.
7. Fill carpet extractor machine basin with warm to hot water (optional: add 1 cup of vinegar to prevent build-up of debris in extractor jets).
8. Go over entire carpeted area slowly with extractor. Refill extractor basin as needed according to Step 7.
9. Use floor fans to ensure quick drying time.
10. Vacuum once again when mats are dry to lift out any remaining debris.