

Carpet Care Training Guide



### Carpet Care Maintenance Considerations

Dustbane recommends that all carpeted areas have a Customized Maintenance Program in place. Although each building may have particular needs, all will benefit from a program that enhances appearance, improves hygiene and prolongs the life of the carpets. The following variables need to be considered when developing such a program:

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# Construction of the Carpet

Loop pile carpets can withstand more aggressive cleaning; cut pile carpets hold less moisture and therefore dry more quickly; jute backing is subject to staining and causing brown out; and polyester backing is stain and mildew resistant.

### Colour of the Carpet

Light coloured carpets require more deep cleaning; dark coloured carpets require more vacuuming.

### Traffic Patterns

- Light
- Medium
- Heavy
- Coffee stations
- Washrooms
- Entrances

### Desired Level of Appearance and Hygiene

Public vs. private space



### Carpet Care Learn how to keep your carpet looking great over time

Carpet serves as a "sink" or collection point for everything that is tracked in or settles out of the air and can be tricky to clean. Carpet and hard floors require the same basic level of care and the same basic steps. Spots and spills should be attended to quickly, and regular cleaning should be performed on both. Both require a comprehensive program to ensure the best appearance and hygiene.

### **Carpet Care in 6 Steps**

The following guide will cover each step in detail. The methods and techniques shown will allow you to avoid most common mistakes when cleaning your carpet. Let us show you how to keep your carpet looking clean and great over time!

# All carpet maintenance programs should consist of the following 6 steps:

- 1. Preventive Maintenance
- 2. Vacuuming
- 3. Spot Removal
- 4. Interim Cleaning
- 5. Deep Cleaning
- 6. Carpet Protection





Use and wear protective equipment or clothing required by the employer. The use of protective gloves and safety glasses is highly recommended.



Refer to product label and safety data sheet (SDS) before use. For complete product information, please consult **www.dustbane.ca**.

# Safety First!

Safety is Very important during floor maintenance, both for the person doing the cleaning and especially for people walking in the area being cleaning. Slips and falls can happen in a second and can be very dangerous, causing broken bones, head injuries or worse. The proper use of floor signs as well as following correct cleaning procedures can reduce the risks of injury.





### Walk-Off Mat System

70% of all carpet soil is tracked into buildings from the outdoors by way of foot traffic. If soil is trapped at the door before it reaches carpet areas, cleaning time, labour dollars and health risks can be reduced. On average, it takes six to ten steps (12 to 20 feet) on a walk-off mat to effectively clean the soil from a person's shoes.

The walk-off matting must be strategically placed to provide optimal performance. The mats on an entrance's exterior should be used for scraping heavy debris, and interior mats should be used to trap smaller particles of dirt.

Walk-off mats can become soiled and waterlogged during inclement weather. Walk-off mats must be kept clean. Dustbane recommends vacuuming mats at least once to as many as three times per day. During wet or snowy conditions, they should be extracted or changed as conditions dictate. This helps mats remain effective at trapping dirt and keeping it from getting tracked onto the carpet, which should make the floor covering last up to three to four times longer. Proper care of walk-off mats will greatly reduce the amount of soil and moisture being tracked into the building by 80%.



# Preventive Tips

- Try to keep your entrance way, sidewalks and parking free of excessive dirt and substances which can be tracked into the building.
- Use chair pads to prevent caster wheels from damaging the carpet.
- Keep your air filters clean as they capture more dust than you think, which means less dust settling on your floor.



### **Overview**

Vacuuming is perhaps the most under-rated and underperformed task related to proper carpet maintenance. It is important to note that vacuuming can remove up to 90% of soil from a carpet. Unlike hard flooring, carpet is three dimensional and has the depth and ability to hide soiling. Carpet can trap and hold up to 1 lb. of dirt per square foot before it starts looking dirty.

Picking the proper tool for the job is critical. In some cases, you may want to use a power head but usually a carpet tool or universal tool is most effective. Because the process of vacuuming disturbs and lifts dust, bacteria and allergens from the fibers of the carpet, a "HEPA" type filter should be used to trap all of the soil and dust in the vacuum. A carpet must not only look clean but must be hygienically clean.

A carpet maintenance program should include schedules for high traffic and low traffic areas and should have provisions for litter pick up and spot cleaning. A proper vacuuming routine will keep your carpet looking beautiful for years.

### Proper Vacuuming Procedure:

- 1. Vacuum all entrance mats.
- 2. Vacuum all hallways, traffic lanes and visible soil.
- 3. Vacuum under trash can and furniture.
- 4. Spot vacuum furniture and upholstery.
- 5. Vacuum edges and corners using a crevice tool.
- 6. Empty vacuum bag when it is half to two-thirds full, and clean filters regularly.

For optimal results, vacuum with slow deliberate movements to allow time for air to circulate through the fibers which will facilitate the soil extraction. Pay particular attention to heavy traffic areas as they require more back and forth passes to effectively extract all the soil.

Picking the Right Equipment Mix of bare floors and carpets?

Pick the Tracker! Its dual motor offers high performance in medium size areas.

#### Large or wet debris?

The DB Series is what you need! Comes in a variety of sizes to tackle any task.



Vacuuming frequency depends highly on the traffic level of the area. Walking on soiled carpet allows the soil particles to work their way below the surface of the pile where they are far more difficult to remove and can damage the carpet fibers. Typical vacuuming frequencies are as follows:

AREA TYPE	TRAFFIC CONDITIONS	VACUUMING FREQUENCY
Entrance Matting	Heavy	Daily
Ground Floor Lobby	Heavy	Daily
Lunch Rooms and Food Areas	Heavy	Daily
Library	Medium	3x per Week
Above Ground Lobby	Medium	3x per Week
Office Areas	Medium	3x per Week
Classrooms/Reception Area	Medium	3x per Week
Corridors	Medium	3x per Week
Nurse Station	Medium	3x per Week
Patient Rooms	Medium	3x per Week
Executive Offices	Light	Weekly
Boardrooms	Light	Weekly
Training Rooms	Light	Weekly

### Heavy Traffic

Heavy traffic areas require daily vacuuming. These areas include entrances, exits, lobbies, food service areas, main corridors, elevators, funnel and pivot points. The vacuum should make a minimum of five passes in all high traffic areas.

### Medium Traffic

Medium traffic areas require attention and vacuuming at least 3 times a week. These areas include all secondary corridors, conference rooms, and private offices. They require a minimum of fives passes with the vacuum.

### Light Traffic

As the traffic is minimal in these areas and contains less soil, they require less maintenance. These include minimal use corridors, rarely used boardrooms and training rooms. Three passes with the vacuum in these areas should be sufficient.



- If your vacuum is losing suction, the first place to look is the vacuum cleaner bag. When a bag is full or if it has become ripped or torn, it will not pick up debris. Change the bag if necessary.
- Check if the filter is dirty. If the filter is washable, rinse it and let it dry before putting it back in the vacuum. Replace the filter if the filter is not washable.

Vacuuming **Step By Step Instructions** The vacuuming instructions below to will below to

The vacuuming instructions below to will help you effectively clean in an efficient matter without damaging your carpet. Always read the instructions listed on the equipment before attempting to clean.

### Vacuum Entry Mats



Vacuum entry mats.

Remove entry mats.



Vacuum floors.



Replace entry mats.



### Procedure for Vacuuming



Vacuum hallways, traffic lanes and visible soil.



Vacuum under trash cans and furniture.



Spot vacuum furniture and upholstery.



Vacuum edges and corners.



Replace vacuum bag and clean filter.





The equipment that has this seal of approval has been tested in an independent, certified laboratory and meets the minimum standards for cleaning efficiency. The Carpet and Rug Institute (CRI) Seal of Approval helps consumers make better purchasing decisions by ensuring that the products they choose will work. So carpets get cleaner and last longer.



### Spot Removal An Essential Part of the Program

There is no such thing as a stain-proof carpet. Carpets treated with stain protection are designed to slow down the absorption of liquids into the carpet fibers, making it easier to clean and allowing more time to attend to it. The longer you wait to remove a spot, the harder it will be to remove it.

### **Stain Removal Guidelines**

- When you are not able to identify the source of a stain, always use a solvent based spotting chemical first. This will prevent the stain from being set into the fibers of the carpet.
- Always check for colourfast by picking an inconspicuous area and applying the chemical you are about to use and apply pressure to a clean white cloth. If any colour transfers from the carpet to the cloth, then do not attempt to use that chemical to remove the stain.
- When working on a stain, always work from the outside of the stain and move towards the center.
- Never scrub the carpet as you risk ruining the carpet fibers or letting the spill soak through the carpet pad.

### **Fresh Spot**

To ensure optimal results, treat the spill immediately. Don't delay cleaning spots – the best time to treat them is as soon as you see them. To remove a fresh stain, simply blot the spot working from the outside in using a dampened plain white towel, rinse thoroughly with clean water and blot again.

### **Dried Spot**

A spill that has dried means that the liquid had time to soak into the carpet fibers and be absorbed into the carpet padding. If the spot has dried, blot it using a plain white towel dampened with a spotter such as **ECO-EXPERT**. This will help to get as much of the water-based spots out of the carpet. A more thorough cleanup can then be done at a later time using a carpet extractor.

# Did You Know?

- A stain is a spot that was not removed in time.
- If you use too much chemicals, it can lead to carpet damage and a buildup of dirt-attracting residue. Also, if you don't rinse, the spot will come back.
- If you use a colored cloth, the color will transfer to the carpet.
- If you use the wrong chemical, you could permanently damage the fibers and even cause discoloration.



### Category A Spots: Water-Based Spots

#### **Procedure:**

- Blot with a clean white towel to remove excess liquid. Rinse towel thoroughly with clean water. Using a trigger sprayer, apply diluted spotter to spot. Gently agitate towards the center and allow dwell time. Blot up spot to remove liquid. Do not rub! Rinse with clear water to remove any residues and blot excess moisture.
- 2. Repeat if needed.

Recommended Product: **ECO-EXPERT** 

### Category B Spots: Oil-Based Spots

#### **Procedure:**

- 1. Follow procedure for Category A Spots.
- 2. Apply solvent cleaner sparingly to a clean white towel and apply to spot. Gently agitate. Blot to remove excess liquid then rinse thoroughly with clean water. Blot dry.

Recommended Product: ORANG-A-TANG

### Category C Spots: Coffee and Tea Based Spots

#### **Procedure:**

 Blot to remove excess liquid. Rinse towel thoroughly with clean water. Using a trigger sprayer, apply diluted spotter to spot. Gently agitate towards the center and allow dwell time. Blot up spot to remove liquid. Do not rub! Rinse with clear water to remove any residues and blot excess moisture.

Recommended Product: **OXY D.S.T.** 

#### Category D Spots: Biological Spots

#### **Procedure:**

- 1. Before proceeding, remove any solids from carpet.
- Blot to remove excess liquid. Rinse towel thoroughly with clean water. Using a trigger sprayer, apply diluted spotter to spot. Gently agitate towards the center and allow dwell time. Blot up spot to remove liquid. Do not rub! Rinse with clear water to remove any residues and blot excess moisture.

Recommended Product: **BIO-BAC II** 

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TYPE OF SPOT	CATEGORY
Alcoholic Beverage	А
Beer	А
Bleach	A
Blood	D
Butter	В
Calcium Chloride (Ice Melt)	А
Candle Wax	В
Candy	А
Carbon	В
Chewing Gum	A
Chocolate	A
Coffee	С
Cola and Soft Drinks	A
Cosmetics	В
Egg	A
Fruit Juice	А
Glue	В
Grass	А
Gravy and Sauces	В
Ink (Ball Point / Permanent)	В
Ketchup	A
Lipstick	В
Mildew / Mold	A
Milk	A
Mustard	A
Nail Polish	В
Oil, Grease (Including Cooking Oils)	В
Paint (Latex)	A
Paint (Oil)	В
Rust	В
Salad Dressing	В
Shoe Polish	В
Soot	В
Теа	С
Tomato (Sauce / Paste)	A
Urine	D

D

А

Vomit

Wine

# Spot Removal Step By Step Instructions

The spot removal instructions below will allow you to remove the majority of spots effectively and without damaging your carpet. Always read the spot removal guidelines before attempting to remove a spot. Before you get started, wear protective equipment and place wet floor signs.

### Procedure for Hand Spotting

- 1. Apply chemical according to spot category.
- 2. Agitate towards the center. Allow dwell time.
- 3. Blot up spot using a white towel. Do not rub.
- 4. Rinse with clean water.
- 5. Blot up excess moisture using a clean white towel.

### Procedure for Extraction Spotting

- 1. Apply chemical according to spot category.
- 2. Agitate towards the center. Allow dwell time.
- 3. Rinse and extract with clean water.















# Don't Scrub!

Carpet cleaners are getting better and better, but there is still an important detail to follow on their label. Blot, don't scrub. Scrubbing too vigorously can untwist and damage carpet fibers, causing a deterioration of the quality of the carpet itself.



## Interim Cleaning Maintain Clean Carpets

Heavy traffic areas such as elevator lobbies and cabs, entrances and corridors may require interim cleaning between extractions. Interim cleaning will not only extend the length of time between deep extractions, but will prolong the life of the carpet by reducing soil levels and reducing the overall number of extractions throughout the life of the carpet.

### **Overview**

Interim cleaning techniques allow for a significant reduction in the amount of water used in the cleaning process thereby reducing drying time.

The most common method of interim cleaning used today is rotary bonnet cleaning. Be sure to use a chemical compound that is designed for this task. Dustbane recommends the use of Oxy D.S.T. or Eco-Expert as your environmentally friendly alternative. Using the wrong type of chemical may lead to excess alkaline residues being left in the carpet fibers. This residue will attract soil and dust and will make it necessary to clean the carpets more frequently.

Bonnet cleaning offers many advantages. It requires less specialized equipment, produces a very clean surface, dries quickly, and is easy to blend into surrounding areas. However, it is important to note that bonnet cleaning cleans only the surface of the carpet and is to be used in conjunction with an extraction schedule.

### Procedures

Using a dry bonnet, spray solution on both the carpet surface and the bonnet and scrub. Be sure to use a single disk floor machine that is capable of the torque that is associated with this process and operate machine at 175 rpm, or submerge bonnet into solution and wring out. Lay bonnet on carpet and scrub. This method may remove more soil but will require more drying time.

NOTE: Be sure to have enough bonnets on hand to change the bonnet as soon as it becomes soiled.

# Myth:

# You should wait as long as possible before cleaning your carpet

No, dirt is an abrasive like sandpaper. Every time you step on the carpet, you grind dirt into your carpet fibers. This cuts your carpet just as if you had used a knife, causing it to wear out faster. A dirty carpet will not last nearly as long as a clean carpet. And while vacuuming helps by itself, it's simply not enough. The longer you wait to have your carpet cleaned the more damage you do to your carpet and the faster it wears out.

# Interim Cleaning

Frequency

Interim cleaning frequency depends highly on the traffic of the area as well as the weather.

AREA TYPE	TRAFFIC CONDITIONS	INTERING CLEANING FREQUENCY
Entrance Matting	Heavy	12 Times/Year
Ground Floor Lobby	Heavy	12 Times/Year
Lunch Rooms and Food Areas	Heavy	12 Times/Year
Library	Medium	3 Times/Year
Above Ground Lobby	Medium	3 Times/Year
Office Areas	Medium	3 Times/Year
Classrooms/Reception Area	Medium	3 Times/Year
Corridors	Medium	3 Times/Year
Nurse Station	Medium	3 Times/Year
Patient Rooms	Medium	3 Times/Year
Executive Offices	Light	1 Time/Year
Boardrooms	Light	1 Time/Year
Training Rooms	Light	1 Time/Year

### Heavy Traffic

Heavy traffic areas require a more frequent interim cleaning. These areas include all entrances, exits, lobbies, food service areas, main corridors, elevators, funnel and pivot points.

### Medium Traffic

Medium traffic areas require attention and interim cleaning at least 3 times a year. These areas include all secondary corridors, conference rooms, and private offices.

### Light Traffic

As the traffic is minimal in these areas and contains less soil, they require less maintenance. These include minimal use corridors, rarely used boardrooms and training rooms. A single interim cleaning per year should be sufficient for these areas.



## Interim Cleaning Step By Step Instructions

The interim cleaning instructions below using the spin bonnet method will allow you to clean traffic lanes effectively and without damaging your carpet. Always read the instructions listed on the chemical as well as the equipment before attempting to clean. Before you get started, wear protective equipment and place wet floor signs.

### Procedure for Spin Bonnet Cleaning



Vacuum thoroughly and remove all spots.



Spray or soak bonnet in cleaning solution.



Mix cleaning solution.



Overlap your passes.



Spray carpet with cleaning solution.



Flip, change or rinse bonnet as needed.





Let carpet dry thoroughly before allowing traffic.



#### Check your bonnet.

Bonnets should be rinsed and changed frequently to avoid resoiling carpets. Bonnet cleaning is not only economic but offers several key advantages, including rapid drying and efficient cleaning. It also allows a means of pulling out additional soil left behind after extraction as well as a way to even out a carpet's appearance between high- and low-traffic areas.

# Deep Cleaning Step By Step Instructions

Water extraction is the most effective method of deep cleaning carpets. It is done using a cleaning solution which is sprayed onto the carpet at high pressure using a jet spray. Using chemicals that have a relatively neutral pH has proven to be beneficial in protecting the life of carpet fibers, but the chemicals must be allowed proper dwell time.



### Procedure

- 1. Vacuum area with appropriate vacuum cleaner to remove as much soil as possible.
- 2. Place plastic or foil sheets under all wooden or metal furniture legs to stop colour transfer and rust from staining the wet carpet.
- **3.** Pre-spray **OXY D.S.T.** or **EMERALD** on all areas of carpet, applying extra solution to stains and traffic lanes.
- 4. Fill solution tank of machine with cold water and add appropriate amount of **OXY D.S.T.** or **ECO-EXPERT**.
- 5. If odour in the carpet is a concern, use **BIO-BAC II**, it will clean and leave a fresh fragrance putting, your signature on the job.
- 6. Always start cleaning at a point where you will not be required to walk over the wet areas once they are cleaned.
- 7. Be sure to overlap each pass with the machine or wand by 4 or 5 inches. This ensures that no areas of the carpet are missed.
- 8. Set up a 3 speed carpet dryer in an area where it can move the most amount of air possible over the wet carpet.
- 9. Be sure to clean machine, tanks and jets when you are finished.
- 10. Re-vacuum the area after the carpet is dry. (1-4 hours)

Myth:

# Carpet emits harmful chemicals that cause health problems

No, carpet is one of the lowest emitters of VOCs (volatile organic compounds) among household furnishings and building materials.

Most carpets meet the industry's highest VOC standard, the Carpet & Rug Institute's Green Label Plus program. Deep Cleaning

Frequency

Deep cleaning frequency depends highly on the traffic of the area as well as the weather.

AREA TYPE	TRAFFIC CONDITIONS	DEEP CLEANING FREQUENCY
Entrance Matting	Heavy	6 Times/Year
Ground Floor Lobby	Heavy	6 Times/Year
Lunch Rooms and Food Areas	Heavy	6 Times/Year
Library	Medium	3 Times/Year
Above Ground Lobby	Medium	3 Times/Year
Office Areas	Medium	3 Times/Year
Classrooms/Reception Area	Medium	3 Times/Year
Corridors	Medium	3 Times/Year
Nurse Station	Medium	3 Times/Year
Patient Rooms	Medium	3 Times/Year
Executive Offices	Light	1 Time/Year
Boardrooms	Light	1 Time/Year
Training Rooms	Light	1 Time/Year

### Heavy Traffic

Heavy traffic areas require a more frequent deep cleaning. These areas include all entrances, exits, lobbies, food service areas, main corridors, elevators, funnel and pivot points.

### Medium Traffic

Medium traffic areas require attention and deep cleaning at least 3 times a year. These areas include all secondary corridors, conference rooms, and private offices.

### Light Traffic

As the traffic is minimal in these areas and contains less soil, they require less maintenance. These include minimal use corridors, rarely used boardrooms and training rooms. A single deep cleaning per year should be sufficient for these areas.

# Myth:

### You need to use strong chemicals to get stains out

No. Carpet cleaning is meant to be done without the use of strong chemicals. The problem many face is that their domestic cleaners are not always effective against old stains. They assume that adding a strong stain removing chemical to the water in their cleaner will help them remove the stain. This is not the case and many times it can end up doing more damage than good to your carpet. Try cleaning the stain prior to cleaning the whole carpet.

# **5** Deep Cleaning **Step By Step Instructions**

The deep cleaning instructions below using the water extraction method will allow you to restore your carpet's appearance by extracting the soil that could potentially damage it. Always read the instructions listed on the chemical as well as the equipment before attempting to clean. Before you get started, wear protective equipment and place wet floor signs.

### Procedure for Deep Cleaning



Vacuum thoroughly and remove all spots.



Spray carpet with cleaning solution.



Put plastic or foil sheet under furniture legs.



Use the double pass method and overlap your passes.



Mix cleaning solution.



Let carpet dry thoroughly before allowing traffic.





### **Overview**

Apply carpet protection, if desired, to freshly cleaned carpet while carpet is still wet. This application process helps the protector to bind to the fibers of the carpet. Use either a pistol sprayer or a pump sprayer for this application.

The application of this protection will add anti-static properties as well as help protect the carpet from future staining and soiling. Carpet protector will give you longer carpet life and fewer permanent stains.

### **Procedure for Carpet Protection**

Before you get started, wear protective equipment and place wet floor signs.



Vacuum, spot and clean carpet.



Mix products in a pressure sprayer.



one direction, then again in the opposite direction.



Spray the entire carpet in Let carpet dry thoroughly before allowing traffic.

Did You Know?

Dustbane's carpet care chemicals are designed to be safe on all types of carpets. They have been formulated with a pH of 10 or less to protect the fibers, backings and adhesives of today's synthetic and blended carpets. We do recommend that you check for colour fastness by testing an inconspicuous area, before starting the cleaning process.

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### Sick Building Syndrome The Reality of the Condition

Carpets and mats play a major role with respect to indoor air quality and have come under increased attack for contributing to Sick Building Syndrome.

### **Overview**

Sick Building Syndrome was at first believed to be nothing more than an excuse for workers to book off work on sick leave, but studies have shown that not only is it a real condition, but its presence is more common today than ever.

Over the past several years, there have been hundreds of law suits filed and won by people who have become ill from the effects of poor indoor air quality. There are several contributing factors to this problem; poor maintenance and cleaning of carpeted areas is considered to be high on the list. Indoor air pollution is considered by experts to be **10% to 20% more toxic** than average outdoor air pollution and most people spend over 80% of their time indoors.

### Think your carpets are clean? Think again!

Although carpets, mats and upholstered furniture may look clean to the naked eye, they are usually home to microscopic levels of soil, food particles, skin and hair, moisture, bacteria and other allergens. When these allergens are disturbed, they can become airborne and end up being inhaled, causing illness in the building occupants, leading to increased absenteeism and lost productivity.



### Go for HEPA filtration!

The use of a "HEPA" media type filter on your vacuum system will greatly reduce the amount of dust, bacteria and other allergens blown back into the air. By trapping all particulate larger than 0.3 microns in the filter and keeping them contained within the vacuum, they can then be safely removed from the building.

# Did You Know?

Employers can now be criminally liable for poor indoor air quality: Bill C-45, an act to amend the Criminal Code, became law on March 31, 2004. Bill-C45 amends the criminal code to clearly define who is responsible for the safety of persons in the workplace and to allow for prosecution under charges of "criminal negligence" when those responsibilities are recklessly or willfully disregarded. This includes poor working conditions due to poor indoor air quality.



### Vision

To be a growth company focused on continuously improving the customer experience through our people, products, and processes while making a positive impact on society and the environment.



**Customer Intimate** Meet customer expectations.

**Execute** Deliver results.



**Growth** Be a high growth company where staff also grow professionally.



**Respectful & Inclusive** Show all stakeholders respect. Communicate effectively and listen to learn from others.



#### Meaning

Positively impact people and the planet.



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