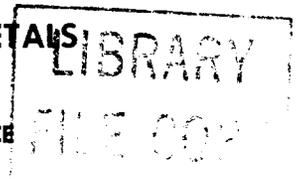


## MAINTENANCE OF INTERIOR AND EXTERIOR METALS



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### 1. GENERAL

1.01 This section describes the maintenance of metals used in and around Bell System buildings. There are many different metal surfaces in our buildings and, if properly maintained, they should present a clean and attractive appearance. Various metal maintenance procedures are described separately.

1.02 This section is issued to replace Section 770-170-305 as a part of the reorganization and renumbering of the Building Service layer of the 770 Division. Revised materials and procedures are also incorporated in the issue. Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 Proper scheduling of routine maintenance should prevent time consuming reconditioning procedures from being required.

### 2. SAFETY

2.01 Rubber gloves should be worn when handling and using cleaning solutions and Treated Cloths. This should prevent any possibility of skin irritations or skin dryness.

2.02 When working overhead, B Plastic Goggles should be worn.

### 3. BRONZE MAINTENANCE

3.01 If the surface is fairly clean and does not require complete cleaning and reconditioning, a good appearance can be maintained by wiping and polishing with a C-35 Treated Cloth. The C-35 Treated Cloth leaves a protective coating on the metal, and no lacquer or other treatment should be necessary.

*Note:* Avoid touching adjacent walls with the Treated Cloth to prevent oily spots or streaks.

3.02 If there is any lacquer on the surface, it may be removed with a cloth treated with lacquer thinner and then wiped with a clean cloth. This should be repeated, if needed, until all of the lacquer has been removed. Then follow the procedure as outlined in 3.01.

**Warning:** *Smoking or use of open flame is prohibited in the immediate area.*

3.03 If the surface has been neglected, or for some reason requires reconditioning, the following tools and materials will be required:

- Whisk broom
- Cloth, Utility, C-3
- Spray bottle or a pail
- Treated Cloths, C-35
- Multi-Purpose Cleaner, C-7
- Sponge, S-2, S-6, or S-18.

3.04 For reconditioning, proceed as follows:

- (1) Dilute the C-7 cleaner 10:1 (ie, 10 parts of water to 1 part C-7) in either the spray bottle or in the pail.
- (2) Use the whisk broom to remove dust and other loose soil.

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- (3) Apply the C-7 solution to the surface either by spraying or with the sponge. (Use a cloth to prevent the solution from running on the adjacent walls.)
- (4) Allow the solution to remain on the surface 2 or 3 minutes to become effective and then rub briskly with the sponge.
- (5) Wipe the surface dry with a clean utility cloth and polish with a Treated Cloth. Then follow the procedure as outlined in 3.01.

### 4. STAINLESS STEEL MAINTENANCE

**4.01** Routine maintenance of stainless steel consists of wiping the surface either with a cloth dampened with clear water or a Treated Cloth. If the Treated Cloth is used, it will leave a thin protective film on the surface and will aid in maintaining a good appearance and also reduce maintenance time.

**Note:** Always wipe or rub stainless steel with the grain.

**4.02** If stainless steel becomes soiled to the point where routine maintenance is not sufficient, the following tools and materials will be required for reconditioning:

- Sponges (2)
- Liquid Floor Cleaner, C-4
- Cloth, Utility, C-3
- Twin pails
- Liquid Metal Polish
- Multi-Purpose Cleaner, C-7.

**4.03** The following procedure should be used to recondition stainless steel:

- (1) Dilute the Liquid Floor Cleaner 30:1 (30 parts water and 1 part cleaner) in one of

the twin pails. Fill the other pail with clear water.

- (2) Soak one of the sponges in the cleaner solution, squeeze out excess solution, and rub the surface briskly, with the grain, until the soil is removed.
- (3) Soak the other sponge in clear water and rinse off the cleaner.
- (4) Wipe the surface dry with a clean utility or disposable cloth.
- (5) Dampen a clean cloth with Liquid Metal Polish and apply it to the surface, wiping with the grain, and then polish with another clean cloth.

**Note:** If the surface is greasy or oily, it may be cleaned by dampening a clean cloth with straight C-7 cleaner and rubbing the surface. Then apply the above procedure, Steps (1) through (5).

### 5. ALUMINUM, BRASS, COPPER, AND CHROME MAINTENANCE

**5.01** A good appearance may be maintained on these metals by rubbing with a Treated Cloth. This method should be applied two or more times each week, depending on the exposure to dirt or soil.

**5.02** If these metals become so dirty that the Treated Cloth method is not sufficient to maintain a good appearance, prepare a 10:1 solution of C-7 Multi-Purpose Cleaner (10 parts water and 1 part C-7) in either a spray bottle or a pail, apply to the soiled surface, and scrub with a dampened sponge. Then wipe the surface dry with a clean utility or disposable cloth.

**Note:** After scrubbing aluminum (always with the grain), Liquid Furniture Polish should be applied. This will improve the appearance, help protect the finish, and make it easier to maintain. Apply the polish with a dampened cloth, allow it a few minutes to dry, and then polish with a clean cloth.