

SWEEPING - GENERAL

1. GENERAL

1.01 This section describes the procedure for sweeping with floor brushes to remove loose dirt and litter accumulated on floors, stairways, sidewalks, areaways, etc. Smooth floors in buildings are swept by the dustless sweeping method described in Bell System Practices Section H51.104, Sweeping, Damp.

1.02 This section is reissued and generally revised to include stairway sweeping, to specify the Palmyra floor brush to replace the corn floor broom and to limit the use of dry sweeping methods to certain specific areas.

1.03 Sweeping as covered in this section is divided into four classifications:

(a) Light sweeping - for removal of the usual loose dirt and litter from sidewalks, boiler rooms and cable vaults.

(b) Heavy sweeping - for removal of dirt and debris of a heavier nature that accumulate in garages, outside areas such as driveways and areaways and some storage areas.

(c) Stairway sweeping - for removal of loose dust and dirt from stairways.

(d) "Pickup" sweeping - for removal of light random litter from public or other places. It is not intended that pickup sweeping be substituted for regular over-all sweeping but it may be used as a preliminary to or in the course of dustless sweeping.

The (a), (b) and (c) classifications are usually performed on scheduled routines.

1.04 The proper brush should be selected for the sweeping job to be done. A hair floor brush having numerous fine fibres effectively removes fine dirt. For heavy sweeping, the Palmyra floor brush is used. This brush has inner rows of Palmyra, which is sufficiently stiff to move heavy debris, surrounded by outer rows of Tampico, a finer fibre which removes the finer dust and dirt. The Palmyra brush replaces the corn broom. Gum,

tar or other adhesive substances that may be encountered are removed with a putty knife.

1.05 When sweeping, it is important to avoid raising dust which is unsanitary and results in an unsatisfactory job. Dust settles back to the floor and on any flat surface in the area. Use of the proper tool and care in its manipulation rather than the use of sweeping compounds will best achieve the desired results; however, damp sawdust may be used if necessary on coarse concrete floors. Concrete floors which shed dust should be treated with concrete floor hardener as described in Bell System Practices Section H53.105, Hardening and Dust-Proofing Concrete Floors.

2. TOOLS

Hair floor brush - 16" or 30".

Palmyra floor brush - 18", 24" or 30".

Lobby brush and lobby dustpan.

Dustpan.

Counter dust brush.

Putty knife.

14 qt. pail.

3. LIGHT SWEEPING - PROCEDURE

3.01 Light sweeping is performed in boiler rooms, cable vaults, on sidewalks, stairways or areas having concrete or asphalt surfaces not adaptable to dustless sweeping.

3.02 The hair floor brush is used for light sweeping. Choice of the 16" or the 30" brush will depend upon the area to be cleaned and the obstructions encountered. The 16" brush is best suited for the more congested areas whereas the 30" brush is more effective for large, unobstructed spaces.

3.03 The handle of the brush is adjusted to the proper angle. The proper angle is such that the bristles set nearly flat on the floor

with the forward bristles slightly off the floor, when the handle is adjusted to a convenient height for the person doing the sweeping. The floor is swept by using moderately long rhythmic sweeping strokes (2-1/2' to 3'). Push strokes are used for the most part but pull strokes will be found necessary to remove dirt from corners and some other spaces. At the end of each stroke, the brush should remain in contact with the floor. It is then lifted a few inches as it is pulled back for the next stroke. Lifting the brush from the floor before completing the stroke will scatter the dirt and raise dust. Some downward pressure should be exerted to augment the weight of the brush for effective removal of more tenacious dirt.

3.04 To obtain maximum effectiveness from each stroke, limit the overlap to not more than two or three inches both at the edges and in the stroke directions.

3.05 Sweeping should ordinarily begin at the point most distant from the exits to the room or area to be cleaned and continued in paths or aisles toward the exits. To save steps in open areas, forward progress is limited usually to one stroke length while moving sideways across the area in each direction. In directing the path of sweeping avoid having the same dirt pass twice over the same area. A counter dust brush is used for sweeping in corners and in other spaces inaccessible with the floor brush.

3.06 When an amount of dirt sufficient to fill a dustpan about one half full is accumulated it is picked up. This avoids the extra strokes required to move the accumulations along. The counter dust brush may be used for sweeping the dirt accumulations into the dustpan.

3.07 Pieces of paper, string, thread, hair and other objects which the brush passes over without moving should be picked up and placed in a convenient wastebasket or dustpan to avoid the extra sweep strokes needed to move this kind of dirt.

#### 4. HEAVY SWEEPING - PROCEDURE

4.01 Heavy sweeping is intended for the removal of coarse debris and heavy dirt accumulations found in warehouses, garages and exterior areas such as driveways and ramps.

4.02 The Palmyra floor brush is used for heavy sweeping. While choice of the 18", 24" or 30" brush depends upon the size of the area to be done and the obstructions that will be encountered, the larger sizes are preferred where adaptable.

4.03 The same procedures are used as for light sweeping except where the surface is rather rough the strokes (2-1/2' to 3' forward movement) are composed of two or three short forward strokes each overlapping the other two or three inches to avoid leaving fine dirt behind. Pressure is required to press the brush fibres sufficiently hard against the surface being cleaned to remove heavy or tenacious dirt.

4.04 Stroke length should be adjusted to avoid raising dust and throwing dirt. Flat pieces of metal or other objects which can not be pushed forward with the brush should be picked up and placed in a convenient receptacle.

#### 5. STAIRWAY SWEEPING - PROCEDURE

5.01 Stairs and landings are swept with the 16" hair floor brush and dirt accumulations are collected in a dustpan and deposited in a 14 qt. pail or other suitable receptacle. Sweeping is started on the top landing and continued down the stairway with the dirt being swept into the dustpan at landings and intermediate landings. Transfer to the dustpan should be more often if accumulation is heavy or if dust is being raised. Care should be taken to prevent sweepings from going off the ends of treads in stairs having open balustrades. Stairways should be swept at sufficient frequency to eliminate accumulations of discarded cigarette and cigar stubs, paper, clips, etc., which may cause accidents. Tools should be placed in the corner of the landings in a safe position and not on the stairs. Special care is taken to avoid being struck by an opening door.

#### 6. PICKUP SWEEPING - PROCEDURE

6.01 Tidying up of lobbies, business offices or other public spaces between routine overall sweepings is done with a lobby brush and lobby dustpan. The dirt is swept into the lobby dustpan with one or two strokes and is not swept along the floor as in regular sweeping. This procedure is performed to catch the casual litter such as pieces of paper, match and cigarette stubs, etc. It is done as required to maintain a consistently clean appearance.

#### 7. CARE OF SWEEPING EQUIPMENT

7.01 It is important that proper care be taken of brushes if full work effectiveness and service life are to be realized. Clean, well-maintained brushes sweep more effectively and with less effort than worn or dirty brushes. The position of the handle on the brush should be reversed weekly to prevent setting of the hair or fibres in one direction which very materially depreciates

the quality and ease of sweeping. Brushes should never be permitted to rest on their sweeping elements when not in use. They should be tapped against the floor in the normal sweeping position for removal of accumulations of dirt rather than to strike the brushes against their sides or ends.

7.02 Brushes soiled with oily or sticky substances should be removed from the head-handle assembly and washed in a solution of two ounces of powdered soap per pail of water, preferably warm. Rinse well with clean water and remove surplus water by shaking with the bristles downward. Reassemble in head-handle assembly and

allow to remain hanging for a few hours with the brush element facing downward. Comb out any matting or tangling with a piece of pointed wood about the size of a pencil.

7.03 Palmyra brushes should be wet with water once or twice a month to maintain pliability and to prevent the fibres from becoming brittle and breaking off.

7.04 For economy, order refill sweeping elements only for the floor brushes unless the head and handle assembly is damaged beyond further use.

## SWEEPING, DUSTLESS DAMP CLOTH METHOD

### 1. GENERAL

1.01 Dustless sweeping consists of wiping the floor with a damp cloth draped over the sweeping element of a sweeping tool. It is recommended for smooth surfaced floorings such as linoleum, rubber, asphalt, vitrified tile, terrazzo, marble, painted and unpainted concrete. Dustless sweeping maintains a high standard of cleanliness and minimizes mopping and scrubbing frequencies.

1.02 This section is reissued to eliminate damp sweeping as the prescribed method for sweeping floors in switchrooms and terminal rooms. The prescribed method for sweeping in these areas is covered by Section H51.104.3, Sweeping, Dustless, Treated Cloth Method, Disposable Type.

1.03 Dustless sweeping by the treated cloth method, laundered type, is covered by Section H51.104.2, Sweeping, Dustless, Treated Cloth Method, Laundered Type. Ordinary sweeping is covered by Section H51.103, Sweeping, General.

1.04 The sweeping tool consists of a skeleton brush head with two rows of bristle 1-1/2 inches long set at an angle around its outer edge and a 5-foot handle attached to the head assembly by means of a universal joint. This design permits raising or lowering of the handle without affecting the position of the brush head and also permits rotation of the head while in flat contact with the floor by twisting the handle. These features give great flexibility of movement to the tool and facilitate cleaning around and under furniture and other objects. The head of the tool is lower than the head of a hair floor brush so that it readily goes under low objects such as radiators.

1.05 The damp sweeping cloth is about one yard square, is hemmed at the two cut edges and has a reinforced center hole. When soiled, cloths should be laundered as described in Part 4.

### 2. EQUIPMENT AND SUPPLIES

2.01 Tool, sweeping.

Pail, two-compartment type for carrying both the clean dampened cloths and soiled cloths.

Lobby dust pan and brush.

Cloths, sweeping.

Soap, powdered for washing the cloths.

### 3. PROCEDURE — SWEEPING

3.01 Procure a sufficient quantity of the sweeping cloths to last for the scheduled sweeping without need for rewashing. One cloth usually suffices for 500 to 1,000 sq. ft. of floor space, under average conditions, before rewashing. The cloths if in a damp condition from the previous washing (see Paragraph 4.03), are folded flat and packed individually in one side of a two-compartment pail. If dried out they are dampened by immersing in clean water or are held under a faucet until wet, then wrung as dry as possible by hand; or they may be opened flat and sprinkled, then refolded and packed as outlined above. For sweeping all floors, the cloths are of the proper degree of dampness when they leave the floors slightly damp and the dampness dries within a few seconds.

3.02 Slip the center hole of a sweeping cloth over the handle of the sweeping tool permitting the cloth to drape loosely over the head. Place the tool in contact with the floor with the cloth completely covering the head so that the hair does not come in contact with the floor. This is done by moving the head forward as it is lowered to the floor. After a cloth has accumulated dirt on the forward portion, the head is raised about one foot and then lowered in the backward direction in order to present a clean surface to the floor. The handle of the tool is reversed so that the back edge of the tool then becomes the forward edge. When this portion of the cloth becomes dirty or dried out, it is replaced by a clean one.

**3.03** In removing the soiled cloth, the brush handle should not be raised more than one foot from the floor and the soiled cloth handled very carefully to avoid releasing any dirt or dust. Fold the edges of the cloth inward toward the soiled portion. Any dirt that drops from the cloth should be wiped up, by hand, using the discarded cloth. Used cloths should be placed in the half of the two-compartment pail reserved for them.

**3.04** When using the tool, downward pressure is applied to more effectively remove the imbedded dust and dirt from floor surfaces.

**3.05** Three different types of strokes are used in manipulating the tool to meet various conditions of sweeping, as follows:

(1) The forward stroke, in which the tool head is simply pushed along in an approximately straight path as along a baseboard or filing cabinets.

(2) The side-to-side stroke, in which the tool is moved from side to side, as in mopping, across a path 6 to 10 feet wide. The head of the tool is rotated at the end of each stroke to keep the forward edge continuously in the direction of travel. When doing this stroke hold the handle at a comfortable angle. Care should be taken not to swing the head too violently at the end of each side stroke in order to prevent dirt or dust from being thrown off. This type of stroke is used in unobstructed areas.

(3) The random stroke, in which the tool is manipulated around and under desks, tables, lockers, etc, by twisting the handle so that the tool head reaches all of the obstructed floor area. The tool head is manipulated to maintain a leading edge so that any loose dirt will be carried out into open space. As the sweeping progresses from one piece of furniture to another, the front edge is held in the direction of travel.

**3.06** Debris such as paper scraps, rubber bands, etc, encountered in the course of sweeping is pushed ahead with the sweeping tool into aisles or other open space. As each section of a room is completed the accumulations of debris are pushed to a convenient location to be picked up later with the lobby dust pan and brush.

**3.07** The flexibility of the tool reduces the need to move furniture and other objects in order to clean under them. When chairs, wastebaskets, and other objects have been moved from the sweeping path be sure to return them to their proper places and in orderly arrangement. In moving the objects to temporary positions, avoid placing them where they can be tripped over or struck by a door. Do not place wastebaskets or other objects on chairs, desks, or other furniture.

**3.08** During the course of the sweeping, clean surfaces of the cloth are presented to the floor, as described in Paragraph 3.02, after about 300 to 600 sq. ft. have been swept. Cloths should be replaced with clean ones when they become dirty or dry.

**3.09** Floors which have been properly dustless swept will not show any dust on the tips of the fingers when they are passed over the floor in a side-to-side sweep of some 5 to 6 feet.

#### 4. WASHING SWEEPING CLOTHS

**4.01** Soiled cloths may be commercially laundered or washed on the premises. When laundered on the premises, the soiled cloths are placed as soon as practicable in a cleaning solution to soak. Prior to soaking, the cloths are gently shaken out and individually inspected for pins or other hazardous items.

**4.02** For soaking, the cleaning solution consists of one tablespoon of pyrophosphate cleaner and one tablespoon of powdered soap per pail (ten quarts) of water, preferably hot. The pyrophosphate cleaner is first dissolved in the water before the soap is added. The cloths are soaked until they are to be washed, which should be deferred until near the time of their next use. It is not intended that the cloths shall be dried after washing. The final wringing following rinsing is intended to leave the proper dampness for damp sweeping.

**4.03** The washing may be done either by hand or in a washing machine. The washing solution is the same as for soaking as given in Paragraph 4.02. All of the dirt is to be removed but it is neither necessary nor desirable to restore original whiteness and the use of bleach is unnecessary. Rinse until the rinse water remains relatively clear. Usually two or three rinses are adequate.

**4.04** Following the washing, rinsing and wringing operations, the cloths are individually folded flat and packed firmly into one side of the two-compartment pails while they are still damp. They are then ready for damp sweeping but, cloths so packed, will only retain their dampness for a few hours.

**4.05** Under some conditions, it may be desirable to pack a number of dampened sweeping cloths in one section of the two-compartment pail for use on the day's assignments and when

these are soiled to shake, inspect for pins or hazardous items, rinse and wring them out in a service sink for reuse during the course of the tour.

## **5. CARE OF EQUIPMENT**

**5.01** The pail, sweeping tool and lobby dust pan and brush should be cleaned and put away in their proper places. The sweeping tool should be hung up so that the weight does not rest on the bristles.

## SWEEPING, DUSTLESS TREATED CLOTH METHOD LAUNDERED TYPE

### 1. GENERAL

**1.01** Dustless sweeping consists of wiping the floor with a specially treated cloth draped over the sweeping element of a sweeping tool. It is recommended for sweeping any smooth surfaced floorings, such as linoleum, rubber, asphalt tile, ceramic tile, terrazzo, marble, painted and unpainted smooth concrete. Dustless sweeping maintains a high standard of cleanliness and minimizes mopping and scrubbing frequencies.

**1.02** This section is reissued to change the title and to eliminate this method as the prescribed procedure for sweeping floors in switch-rooms and terminal rooms. The prescribed method for sweeping in these areas is covered by Section H51.104.3, Sweeping, Dustless, Treated Cloth Method, Disposable Type.

**1.03** Dustless sweeping by the damp cloth method is covered by Section H51.104.1, Sweeping, Dustless, Damp Cloth Method. Ordinary sweeping is covered by Section H51.103 — Sweeping, General.

**1.04** This section describes an alternate dustless sweeping procedure employing a cloth which has been treated with an oil-water emulsion and dried. The treatment leaves the dry cloth lightly impregnated with sufficient mineral oil to absorb dust and soil yet insufficient to leave any oil on the surfaces cleaned.

**1.05** The sweeping tool used with the laundered type treated cloth may be either the damp sweeping tool described in Section H51.104.1, Sweeping, Dustless, Damp Cloth Method, or the sweeping tool recommended in Section H51.104.3, Sweeping, Dustless, Treated Cloth Method, Disposable Type. When using the latter tool, the cloth may be threaded over the handle in the same manner as when damp sweeping, or it may be attached by tucking opposite sides of the cloth under the sides of the boot in the manner described in Section H51.104.3. The latter method

is preferred for when the cloth is reversed the soil picked up on the side first used for sweeping is enclosed within the loop that is formed by this method of attachment. Both tools have a universal joint which permits raising or lowering the handle without affecting the position of the brush head and also permits rotation of the head while in flat contact with the floor by twisting the handle. These features give great flexibility of movement to the tool and facilitate cleaning around and under furniture and other objects.

**1.06** The sweeping cloth is approximately one yard square, is hemmed at the two cut edges and has a reinforced centered hole.

**1.07** Dustless sweeping by the treated cloth method affords the following advantages:

- (1) The dust absorbent treatment is nondrying and is not depleted by evaporation before or during the sweeping operation.
- (2) Because of the nondrying feature, both sides of the sweeping cloth may be used rather than only one side as under the damp method. Thus the number of cloths required in a given space is substantially reduced.
- (3) The sweeping operation is made easier because the cloth is dry and moves more readily over the floor.

**1.08** The compound used for treating the sweeping cloths is an oil-water emulsion having an oil content such that when a cloth is treated and dried, the amount of oil retained by the cloth will equal 16 to 22 per cent of its dry weight. By this method of processing, the oil is so finely dispersed in the cloth and the amount so well controlled that the oil has affinity only for dust and soil and for the cloth itself rather than for the surfaces cleaned. Impregnations of less than 16 per cent of the dry weight of the cloth are ineffective and impregnations in excess of 22 per cent are unnecessary. When the amount

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of oil exceeds 30 per cent of the dry weight, the impregnation becomes so excessive that oil residues may be left on the cleaned surfaces.

Γ 1.09 The laundering and close control required in processing the cloths can be carried out to best advantage by commercial laundries. The treating compound incorporates a soluble yellow dye (or other color) which gives the sweeping cloths a depth of color that indicates whether or not they are impregnated to the proper degree. Too light color indicates insufficient treatment and too deep color, more than is required. Sample cloths may be set up locally to check for proper treatment.

↳ 1.10 The treated cloths are used dry. They should not be used wet or damp as any moisture left behind will contain oil and oil residues will result. Dampening is unnecessary as the cloths are sufficiently treated to pick up and retain dust and soil fully as well as by the damp cloth method. The sweeping cloth furnished by commercial laundries is a heavy fabric. The heavy weight provides the durability necessary for processing in the laundries.

1.11 The impregnating treatment is nonoxidizing and there is no hazard of spontaneous combustion. However, the cloths should be stored in a metal cabinet. The treated cloths will not leave an oil deposit when left on nonabsorbent surfaces such as metal, wood, linoleum, etc, but when left for a period of time on an oil absorbent material such as fabric or paper, they will stain. The treatment is nonirritating to normal skin.

### 2. EQUIPMENT AND SUPPLIES

2.01 The following are required:

Tool, Sweeping, Damp, or

Tool, Sweeping, Masslinn, No. 2121

→ Cloths, Sweeping, Treated, Laundered Type

Pail, two-compartment type for carrying both the clean and soiled cloths

Lobby Dust Pan and Brush

### 3. PROCEDURES — SWEEPING

Γ 3.01 Procure a sufficient quantity of treated cloths for the scheduled sweeping. Each cloth will clean about 2,000 to 4,000 square feet depending upon soil conditions in the particular

Γ area. The clean cloths are carried in one side of a two-compartment pail. To place the cloth on the damp sweeping tool, slip the center hole of the cloth over the handle. Raise the tool to permit the cloth to drape loosely over the head. With the cloth completely covering the head, lower the tool to the floor so that one half of the cloth trails under the brush head. This is done by moving the head forward as it is lowered. As the cloth becomes soiled, the head is raised and then lowered in the backward direction in order to present a clean area to the floor. When the forward half is soiled, the same procedure is followed with the other half. The handle of the tool is reversed so that the back edge of the tool head then becomes the forward edge. When both halves are soiled, the cloth is removed, turned over, replaced on the tool and used on the reverse side. THE CLOTH IS USED IN EACH POSITION UNTIL IT IS SOILED TO THE EXTENT THAT THE YELLOW (OR OTHER) COLOR OF THE CLOTH IS COMPLETELY OBSCURED.

3.02 To remove or reverse a soiled cloth, lower the handle to within about a foot of the floor, grasp the soiled cloth near the center hole and push the handle through the hole. There is less liability of scattering dust by this procedure. If the cloth is to be reversed, turn it over and rethread the handle through the center hole. If the cloth is to be discarded, place it in the half of the two compartment pail reserved for soiled cloths. Wipe up any soil that may drop from the cloth while it is being changed. Do not discard a cloth before using both sides.

↳ 3.03 With the Masslinn sweeping tool, the procedure outlined above may be followed or the cloth may be attached to the tool and used in the manner described in Section H51.104.3, Sweeping, Dustless, Treated Cloth Method, Disposable Type. The loop of cloth formed by this method of attachment is of sufficient width to provide four cleaning areas on each side.

3.04 WHEN USING THE SWEEPING TOOLS, DOWNWARD PRESSURE IS APPLIED TO REMOVE IMBEDDED DUST AND DIRT MORE EFFECTIVELY FROM THE FLOOR SURFACE.

3.05 Three different types of strokes are used in manipulating the tool to meet the various conditions of sweeping, as follows:

(a) The forward stroke, in which the tool head is simply pushed in a straight path as along baseboards, filing cabinets or telephone equipment frames.

(b) The side-to-side stroke, in which the tool is moved from side to side as in mopping, across a path 6 to 10 feet wide. The head of the tool is rotated at the end of each stroke to keep the forward edge of the tool continuously in the direction of travel. Care should be taken to prevent swinging the head violently at the end of each side stroke causing dirt or dust to be thrown off the cloth. This type of stroke is used in unobstructed areas.

(c) The random stroke, in which the tool is manipulated around and under desks, tables, lockers, etc, by twisting the handle so that the tool head reaches all of the obstructed floor area. The tool head is manipulated to maintain a leading edge so that any debris will be carried out into open space ahead of the sweeping tool. As the sweeping progresses from one piece of furniture to another, the front edge is held in the direction of travel.

**3.06** Debris such as paper scraps, clips, rubber bands, etc, encountered in the course of sweeping is pushed ahead with the sweeping tool into aisles or other open space. As each section of a room is completed, the accumulations of debris are pushed to a convenient location to be

picked up later with the lobby dust pan and brush.

**3.07** The flexibility of the tool reduces the need to move furniture and other objects in order to clean under them. When chairs, wastebaskets, etc, have been moved, be sure to return them to their proper places. In moving the objects to temporary positions, avoid placing them where they can be tripped over or struck by a door. Do not place wastebaskets on chairs, desks or other furniture.

**3.08** Floors which have been properly swept will not show any dust on the tips of the fingers when they are passed over the floor in a side-to-side sweep of some 5 to 6 feet.

**3.09** Treated sweeping cloths should not be used for cleaning telephone equipment.

#### 4. CARE OF EQUIPMENT

**4.01** The accumulation of soiled sweeping cloths is placed in a bag and stored in a metal container or cabinet in a suitable location until picked up by the commercial laundry. The pail, sweeping tool, lobby dust pan and brush should be cleaned and put away in their proper places after each use. The sweeping tool is hung up so that the weight does not rest on the bristles.

## SWEEPING, DUSTLESS TREATED CLOTH METHOD DISPOSABLE TYPE

### 1. GENERAL

**1.01** Dustless sweeping consists of wiping the floor with a chemically treated cloth attached to a sweeping tool. It is the prescribed method for sweeping floors in telephone equipment space. It is recommended for sweeping any smooth surfaced floorings, such as linoleum, rubber, asphalt tile, ceramic tile, terrazzo, marble, painted and unpainted smooth concrete in all quarters. Dustless sweeping maintains a high standard of cleanliness and minimizes mopping and scrubbing frequencies.

**1.02** This section is reissued to describe a modification of the usual method of arranging the cloth on the sweeping tool when sweeping in telephone equipment space, and when sweeping up tracked-in sand. Also to change the procedure to be followed for reversing the cloth on the tool to expose the clean side. The text has been extensively revised.

**1.03** Dustless sweeping with cloths that are sent to the laundry for washing and re-treating are covered by Section H51.104.2 Sweeping, Dustless, Treated Cloth Method, Laundered Type. Ordinary sweeping is covered by Section H51.103, Sweeping, General.

**1.04** This section describes a dustless sweeping procedure employing a dry disposable cloth which has been chemically treated. The treatment leaves the cloth lightly impregnated with sufficient mineral oil to absorb dust and soil yet insufficient to leave any oil on the surfaces cleaned. The cloth is not reused but is disposed of in accordance with Paragraph 6.01.

**1.05** The sweeping tool for disposable cloths is shown in Exhibit A. The head of the tool to which the cloth is attached consists of an aluminum pan with a 3/8 in. reinforcing rod around the periphery over which is placed a boot made of foam plastic material. The handle attaches to the head member through a universal joint. This design permits raising or lowering

the handle without affecting the position of the brush head and also permits rotation of the head while in flat contact with the floor by twisting the handle. These features give great flexibility of movement to the tool and facilitate cleaning around and under furniture and other objects. The head of the tool is low and narrow. It goes readily under low objects such as radiators and the guard rails in switch and terminal rooms.

**1.06** The disposable cloth is a nonwoven fabric made of a mixture of long staple rayon and cotton fibres. The cloth is not as strong as woven material but has adequate strength for one time use. The size approximates 24-in. by 24-in. The fabric is white but the impregnation dyes it a bright yellow (or other color) to show that the cloth is treated and to the proper degree. The cloth should not be dampened. Dampening is unnecessary as the cloths have sufficient chemical treatment to pick up and retain dust. A single cloth is capable of cleaning from 2000 to 4000 sq. ft. of floor area depending upon soil conditions. Because the fabric is made of long staple rayon and cotton fibres and the cloth is used but once, it does not lint as much as woven cotton cloth which sheds fine particles of lint due to repeated wear and laundering. For this reason the disposable type treated cloth is prescribed for sweeping in telephone equipment space.

**1.07** Dustless sweeping with a treated cloth affords the following advantages in comparison with using a damp cloth:

- (1) The dust absorbent treatment is nondrying and is not depleted by evaporation before or during the sweeping operation.
- (2) Because of the nondrying feature, both sides of the sweeping cloth may be used rather than only one side as under the damp cloth method. Thus the number of cloths required in a given space is substantially reduced.

(3) The sweeping operation is made easier because the cloth is dry and moves more readily over the floor.

**1.08** The chemical treatment is nonoxidizing and there is no hazard of spontaneous combustion. However, the cloths should be stored in a metal cabinet. The treated cloths will not leave an oil deposit when left on nonabsorbent surfaces such as metal, wood, linoleum, etc, but when left for a period of time on an oil absorbent material such as fabric or paper, they will stain. The treatment is not irritating to normal skin.

## 2. EQUIPMENT AND SUPPLIES

**2.01** The following are required:

Tool, Sweeping, Masslinn No. 2121

Cloth, Cleaning, Masslinn No. 1050

Pail, two-compartment type for carrying both clean and soiled cloths.

Lobby Dust Pan and Brush

The disposable sweeping cloth can not be used successfully with the damp sweeping tool with swivel brush head.

## 3. SWEEPING IN NON-TELEPHONE EQUIPMENT SPACE

**3.01** Non-telephone equipment space includes office areas, operating rooms, lounges, cafeterias, corridors, lobbies, basements, stairways and other space where there is no exposed telephone apparatus.

**3.02** Procure a sufficient quantity of treated cloths for the scheduled sweeping. Each cloth will clean about 2000 to 4000 sq. ft. depending upon soil conditions in the particular area. The clean cloths are carried in one side of a two-compartment pail. The cloth is attached to the tool as shown in Exhibit A. To do this, spread out a cloth on the floor or on any suitable flat surface. The cloth is placed square, not diagonally, a little to the right. Grasp the tool by the handle and place it in the middle of the cloth with the long dimension extending from left to right. Rest the handle on the right shoulder. With both hands free, tuck the near edge of the cloth under the lip of the boot on the near side. The outer side of the cloth will pass through the

slot in each corner of the boot to overlap the tool on each side. Without changing position, grasp the handle and turn the tool 180 degrees. This will bring the opposite side of the tool and cloth into position for attaching this edge of the cloth in the same manner. The cloth forms a loop which serves to enclose the dirt on the soiled side when the cloth is reversed. ***Be sure to tuck the cloth well into the slot in each corner of the boot.***

**3.03** The loop of cloth is three times as long as the width of the tool head. It thus provides three cleaning surfaces, one on each end and a third in the center. To expose each of these surfaces, the tool is simply raised a short distance above the floor and placed down on one of the three positions on the cloth. The loop trails the tool head while sweeping except when the tool is in the center position. It is preferable to use the center position first. **THE CLOTH IS USED IN EACH POSITION UNTIL IT IS HEAVILY SOILED AND ITS YELLOW (OR OTHER) COLOR COMPLETELY OBSCURED.**

**3.04** The method of reversing the cloths is shown in Exhibit B, Figs. 1, 2, and 3. Pull the near edge of the cleaning cloth from under the lip of the plastic boot. Then pull from opposite side. Remove tool from cloth, resting handle on shoulder. Grasp cloth in center and turn over. Spread out top half exposing soiled side. Place tool in center of soiled side and reattach the cloth. The cloth is now ready for sweeping with the dirt on the soiled side enclosed within the loop. When the reversed side is soiled, remove it from the tool as described above. It will be noted that the edges of the cloth that were tucked under the lip of the boot are clean. As shown in Exhibit B, Figs. 4, 5, and 6, fold the cloth so that these edges are adjacent. Then by holding the cloth at the sides of these clean areas, the soiled portion can be folded under the clean portion. This eliminates handling soiled cloth and scattering soil in disposing of the cloth. Any soil that may have dropped on the floor is wiped up with the folded cloth. Place soiled cloths in one side of two-compartment pail for disposal.

**3.05** **WHEN USING THE SWEEPING TOOL, DOWNWARD PRESSURE IS APPLIED TO REMOVE IMBEDDED DUST AND DIRT MORE EFFECTIVELY FROM THE FLOOR SURFACE.**

**3.06** Three different types of strokes are used in manipulating the tool to meet the various conditions of sweeping, as follows:

- (a) The forward stroke, in which the tool head is simply pushed in a straight path as along baseboards and filing cabinets.
- (b) The side-to-side stroke, in which the tool is moved from side to side as in mopping, across a path 6 to 10 feet wide. The head of the tool is rotated at the end of each stroke to keep the forward edge of the tool continuously in the direction of travel. This type of stroke is used in unobstructed areas. When using this stroke, the user may walk either forward or backward. However, it is generally preferable to walk forward.
- (c) The random stroke, in which the tool is manipulated around and under desks, tables, lockers, etc, by twisting the handle so that the tool head reaches all of the obstructed floor area. The tool head is manipulated to maintain a leading edge so that any debris will be carried out into open space ahead of the sweeping tool. As the sweeping progresses from one piece of furniture to another, the front edge is held in the direction of travel.

**3.07** Debris such as paper scraps, clips, rubber bands, etc, encountered in the course of sweeping is pushed ahead with the sweeping tool into aisles or other open space. As each section of a room is completed, the accumulations of debris are pushed to a convenient location to be picked up later with the lobby dust pan and brush.

**3.08** The flexibility of the tool reduces the need to move furniture and other objects in order to clean under them. When chairs, wastebaskets, etc, have been moved, be sure to return them to their proper places. In moving the objects to temporary positions, avoid placing them where they can be tripped over or struck by a door. Do not place wastebaskets on chairs, desks or other furniture.

**3.09** Floors which have been properly swept will not show any dust on the tips of the fingers when they are passed over the floor in a side-to-side sweep of some 3 to 4 feet.

#### **4. SWEEPING IN TELEPHONE EQUIPMENT SPACE**

**4.01** To minimize the possibility of scattering dust in switchrooms, power rooms and in other areas where there is exposed telephone apparatus, the cloth is folded in half before being attached to the sweeping tool. The folded cloth is attached in the usual manner. The arrangement is illustrated in Exhibit C. The cloth can be turned over and reversed to present four cleaning surfaces.

**4.02** Except for the different manner of attaching the cloth on the tool, the sweeping procedures followed in telephone equipment space are the same as in other areas as described in Part 3, Sweeping in Non-Telephone Equipment Space.

**4.03** The forward stroke is used in equipment aisles. When an aisle is obstructed by a ladder, sweep along the equipment frames on one side to the ladder; sweep under the ladder; then reverse direction and sweep along the frames on the opposite side back to the cross aisle. When an unobstructed aisle is reached sweep through on one side to the next cross aisle; then do the unfinished portion of the obstructed aisle (or aisles) as described above; return to complete the unobstructed aisle. If a ladder is in use warn the person on it of your presence.

**4.04** Do not change or replace the cloth in equipment aisles. The cloth should not be too heavily soiled before changing its position on the tool or replacing it.

**4.05** WHEN DUSTLESS SWEEPING IN PANEL SWITCHROOMS, EVERY PRECAUTION MUST BE TAKEN TO PREVENT THE TOOL FROM GOING UNDERNEATH THE GUARD RAILS AND STRIKING THE SELECTOR RACKS.

**4.06** Masslinn Cleaning Cloth No. 1050 should not be used for cleaning telephone equipment.

#### **5. SWEEPING UP SAND**

**5.01** In areas where tracking in of sand is a problem, such as entrance lobbies, halls and corridors, a different procedure is necessary

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than that previously described. Sand can not be picked up and retained on a cloth but must be swept up in a conventional manner. To do this, fold the sweeping cloth at the center and attach it to the tool as described in Paragraph 4.01 when sweeping in telephone equipment space. Then use the tool in the same way as a hair floor brush. Sweep the sand into convenient piles and pick up the piles with the lobby dust pan and brush. As noted in Paragraph 4.01, when the cloth is folded and attached in this manner, it can be turned over and reversed to present four cleaning surfaces. Suitable mats placed at all entrances will relieve the sand problem.

**Attached:**

**Exhibits A, B and C**

## 6. CARE OF EQUIPMENT

**6.01** The accumulations of soiled treated cloths are placed in a metal waste container with a suitable cover until they are removed from the building as trash or burned in an incinerator. Do not place a large number of cloths in the incinerator at one time.

**6.02** The pail, sweeping tool, lobby dust pan and brush are cleaned and put away in their proper storage places after each use. To clean plastic boot, wipe with a cloth wrung out in a .3% solution of pyrophosphate cleaner. Remove from tool and allow it to dry before re-using.

ASSEMBLY OF CLEANING CLOTH ON SWEEPING TOOL



**Fig. 1** – Spread cloth out on floor or other suitable flat surface, a little to one side. Grasp tool by handle and place it in center of cloth.



**Fig. 2** – Rest handle on shoulder. With both hands free, tuck near edge of cloth under lip of the boot. Outer sides of cloth pass through slot in each corner of boot to overlap tool on each side. Tuck cloth well into slots in corners of boot.



**Fig. 3** – Without changing position, grasp handle and turn tool 180 degrees. Attach this edge of cloth in same manner. A loop of cloth is thus formed under tool.

ASSEMBLY OF CLEANING CLOTH ON SWEEPING TOOL



Fig. 4 – Loop of cloth under tool is three times width of tool head. It thus provides three cleaning surfaces, one on each side and one in center. This picture shows tool head in center position.



Fig. 5 – Tool head in one side position.



Fig. 6 – Tool head in second side position.

ASSEMBLY OF CLEANING CLOTH ON SWEEPING TOOL



Fig. 1 – To reverse cloth on tool, pull cloth from near lip of boot and then from opposite side.



Fig. 2 – Place tool to one side with handle resting on shoulder. Grasp cloth in center, lift and turn over. Cloth will be folded in center.



Fig. 3 – Spread out cloth to full size, soiled side up. Place tool in center of soiled side and reattach cloth. Wipe up any soil dropped on floor.



Fig. 4 – When reversed side of cloth is soiled, remove it as described under Fig. 1. It will be noted that edges of cloth which were tucked under lip of boot are fairly clean. Fold cloth so that these edges are adjacent.



Fig. 5 – By holding cloth at sides of these clean areas and raising cloth several inches, soiled portion can be folded under clean portion.



Fig. 6 – Grasp clean side of cloth in center and fold as illustrated. Wipe up any soil that may have dropped on floor. Place soiled cloth in two-compartment pail for disposal.

ASSEMBLY OF CLEANING CLOTH ON SWEEPING TOOL FOR SWEEPING IN TELEPHONE EQUIPMENT SPACE AND WHEN SWEEPING UP SAND



Fig. 1 – Fold cloth at center. Spread on floor or other suitable flat surface. Place tool in center of folded cloth.



Fig. 2 – Rest handle on shoulder. Tuck near edge of cloth under lip of boot. Turn tool around and attach opposite side. Tuck cloth well into slot in each corner of boot.



Fig. 3 – Cloth attached. Cloth can be turned over and then inside out to present four cleaning surfaces.



Fig. 4 – To remove cloth, pull from under lip at center and with side motion disengage cloth from boot. Turn tool around and remove from opposite side. Turn cloth over and reattach. To turn inside out, detach, spread cloth with soiled side down, grasp at center, lift to fold with clean side out. Reattach. Wipe up any soil dropped on floor.