

Methods used

The Sutton Carpet Cleaning Co.
Cleaning

Method Statement Carpet

Issue 1
SCC1961

Doc Ref

Equipment

Truck mounted Hydramaster Boxxer Hot Water Extraction Machine and Tools
Dry Fusion bonnet machine
Contra Rotating Brush Machine (Sebo Duo)
Suction/Vacuum cleaner (Sebo)
Agitator Machine or Stiff Brush
Trigger Spray and Bottle
Bucket
Bonnet Mops
Dry Powder/Absorbent Granules
Cleaning Agent (Low Foam) and Dispenser
Cleaning Agent (High Foam) and Dispenser
White Cloths/ Tissues
Cloths
Chewing Gum Remover
Pieces Card /Foil/Plastic
Plastic Sheeting
Protective Gloves
Warning cones
Warning signs
Carpet & Upholstery cleaning tools

1. Preparation and planning

1.1 Interim carpet and upholstered furniture cleaning maintenance cleaning is the removal of isolated spillages and stains using the following methods. Hot water extraction, Dry foam shampooing, wet shampooing, dry powder absorbent granules and carpet skimming .The unique and very effective Dry Fusion carpet cleaning system which leaves carpets dry in 30 minutes. These methods will be explained in detail in the following pages. When cleaning carpets great care must be taken on-the method or methods to be used. All carpets must be tested for colourfastness to ensure that colours do not bleed or run. A burn test also needs to be carried out on the carpet to ascertain what type it is, as excess water used in the cleaning process could cause some carpets to shrink or stain.

2. Colour test.

- 2.1** Put a neat solution of an alkaline based cleaning solution into a trigger spay bottle, spray an area of carpet approximately 5-sqcm. Leave solution for one minute to activate, then blot with a clean white cloth for thirty seconds and check for colour transfer. If found, test again with acidic based cleaning solution. The test should be carried out behind a door or under a piece of furniture.

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- 2.2** The areas tested must first be neutralised before commencing with the required cleaning operation.

3. Burn Test

- 3.1** From Behind a door or a corner of the room, where the affected area will not be noticed, lift the carpet away from the floor using knife or pair of scissors, remove two or three strand approximately 5 cm long.
- 3.2** With a lighter or match ignite the fibres, depending on how they burn and the smell given off, it can be determined as to the fibre consistency. If the backing is jute, great care must be taken during the cleaning process as to the amount of water applied to the carpet.
- 3.3** Too much water will cause the backing to contract, and subsequently the carpet will shrink along the length of the weave. The jute backing is also liable to rot if excess water is used, causing brown patches to appear in the carpet. Because jute is a natural fibre it is an extremely complicated and difficult task to remove the staining. Once the tests have been carried out, all stains and spillages must be pre-sprayed with the cleaning solution prior to commencement of the clearing operation.

4. Hot Water Extraction

- 4.1** Task code ASN/101/HEC
- 4.2** Assemble, check equipment. Place warning signs at the entry and exit points of the carpeted areas of work.
- 4.3** Put on protective gloves. Remove as much furniture as possible, being careful not to damage furniture when it is being removed.
- 4.4** Check and treat all chewing gum with gum remover, remove all chewing gum. Rinse out chewing gum remover.
- 4.5** Carry out Burn/Colour tests.
- 4.6** Fill up trigger spray bottle three quarters full with water and top up with stain removing chemical according to manufacturers instructions.
- 4.7** Pre-spray the stains and spillages with the trigger spray, allowing approx 20mins for the solution to activate. Open windows and doors if possible to allow maximum ventilation.

- 4.8** Prepare the cleaning solution (low foam) in the machine solution tank, according to the manufacturers instructions. Adding the solution to the water.
- 4.9** Care must be taken not to spray walls or furniture, remove any splashes as they occur with a dry cloth.
- 4.10** Once the tank has been filled, bring vacuum and solution hoses into the building, switch the machine on and activate the machine jet spray, and spray the stains in overlapping passes, moving backwards and then forwards, spraying on one pass and extracting on two. Do not over wet the carpet.
- 4.11** Clean spillages /stains in the corners with a stiff brush. When all stains/spillages have been cleaned return the furniture to its original position, placing the legs on pieces of card/foil/plastic if necessary.

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5. Dry Fusion

- 5.1** Task code SCC 1950
- 5.2** Assemble equipment
- 5.3** Put out warning signs, covering all doorways to the area
- 5.4** Carry out electrical safety checks on all equipment
- 5.5** Plug RCD unit into electrical socket and plug machine into RCD
- 5.6** Thoroughly vacuum the whole area to be cleaned
- 5.7** Prepare solution in spray canister until desired pressure is created
- 5.8** Prepare solution of Activator and place inside ringer vessel and leave to soak.
- 5.9** Check carpet for any damaged areas that will require cleaning by hand, clean by hand as necessary, using spray solution and cloths.
- 5.10** Spray a fine mist of Restore / Activator over an area of about 20 Sq mtrs taking care not to spray other surfaces or electrical sockets. Do not use excessive solution.
- 5.11** Allow pre-spray 5-10 minutes to penetrate fibres and soiling.
- 5.12** Take a Dry Fusion pad from ringer vessel, ring out excessive moisture and place on floor.
- 5.13** Switch the machine element to 85 c, place on to Dry Fusion pad and pass the machine quickly over the sprayed area to ensure an even distribution of solution. Avoid any loose floor tiles or ripped carpet.
- 5.14** Continue cleaning using systematic overlapping passes in an East to West and then North to South direction with the machine covering the area that has been sprayed. Use further passes on areas with persistent stains.
- 5.15** Once the area is completed, turn the pad over and continue drying the cleaned area.
- 5.16** When the task is complete, place the machine with handle on the floor, turn electrical socket off and unplug equipment. Leave machine to cool

- 5.17 Clean and return all items to van. Remove base plate from machine and place inside ringer vessel. Ensure drive plate is cool before removing.
- 5.18 Store used pads separately in the pad holdall, these must be machine washed later.
- 5.19 Remove warning signs.

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6. Dry Compound Extraction (Capture)

6.1 Task Code ASN/101/DPE

6.2 Assemble and check equipment. Place signs at all entry and exit points of the work area. Remove as much furniture as possible.

6.3 Pre-spray and remove all chewing gum.

6.4 Spread the powder/granules evenly over the pile/fibres of the carpeted area, according to the manufacturer's instructions. Work the powder/granules into the pile/fibres of the carpet, until all traces have disappeared, either with the agitator machine or a stiff brush.

6.5 All the powder/granules need to dry thoroughly (approx 30 minutes). Remove the powder/granules, with a vacuum cleaner. Empty the filter bag of the vacuum cleaner, as and when required.

6.6 When all of the carpeted area has been cleaned, return all the furniture to its original position.

7. SAFETY

- 7.1 Only staff that have been trained to use the equipment/machinery will be allowed to carry out the cleaning tasks.
- 7.2 Warning signs must be placed at all entry and exit points of work. They must not be removed until work has been completed.
- 7.3 Ensure all areas are well ventilated, if possible, whilst working to stop the build up of fumes.
- 7.4 Wear all protective clothing that are issued, overalls, aprons, gloves, facemasks etc.
- 7.5 Check all electrical equipment particularly plugs and cables. Do not plug machines in until they have been fully assembled and are ready for use.
- 7.6 Do not plug machines into electrical circuits with wet hands. Do not use electrical machine when hands are wet.
- 7.7 Check Float mechanism of wet pick up machine is working correctly, (moving up and down freely in housing).
- 7.8 The cables must be behind the machine and the line of work at all times. Do not allow the machine cable to become taut at ankle height. Do not allow the

cables to become tangled with fixtures and furniture or the machine at any time.

- 7.9** When not in use leave the rotary floor machine handles in an upright position, and unplugged from the electrical supply.
- 7.10** When not in use all machines should be unplugged from the electrical supply.
- 7.11** Avoid splashing water/cleaning solution on walls and or furniture.
- 7.12** Use as little water as necessary. Check carpets for colourfastness, and that they are securely fastened before using the floor machines.
- 7.13** Do not allow wooden or metal object to rest on wet carpets. Do not remove warning signs until carpets are dry.

CARE OF EQUIPMENT

8. Wash and wipe all floor machines, wipe with a clean cloth, and return to storage compartment /fixing in vehicle.

8.1 Wash out shampoo brush and hang up to dry, Wash bonnets mops hang up to dry.

8.2 Always remove drive plates and brushes from machines otherwise they may become distorted.

8.3 Wash out wet pickup /carpet extraction machines inside and out, wipe out with a clean cloth rinse out recovery tanks with clean water.

8.4 Wipe agitator machine with a clean cloth. Wipe suction machine with a clean dry cloth, empty bag/filter when full.

8.5 Wash Buckets wash out cloths and hang to dry.