

Required Carpet Maintenance Procedures

1. **VACUUMING** – Proper vacuuming is one of the most important parts of a total preventative maintenance program. Ineffective equipment or procedures will accelerate the appearance loss of the carpet by allowing dirt and grit to penetrate the pile surface. The accumulation of this soil, especially the smaller respirable particulates, can lead to indoor air quality problems.

The janitorial/housekeeping staff is assigned the responsibility of daily vacuuming. Vacuuming frequency can be determined by several factors including appearance expectations, expected traffic of each area, and the soiling environment of each area throughout the facility.

A commercial vacuum with a beater brush, approved under the CRI Seal of Approval Green Label program is required for all carpet. Regular maintenance of vacuums is also essential. Vacuums should be emptied and inspected after every use. Particular attention should be paid to the condition of the brushes. Also, make sure there is no material obstructing the air-flow channel.

Typical Vacuum Frequencies

- **High Traffic: EVERY DAY.** All entrances, exits, lobbies, food service areas, main corridors, common area, elevators, funnel and pivot points. The vacuum should make a **MINIMUM OF THREE PASSES** in all high traffic areas. **Adjust accordingly with traffic and seasonal debris.*
- **Medium Traffic:** Every other day. All secondary corridors, conference rooms, offices, etc.
- **Low Traffic:** Once a week. Minimal use corridors, rarely used conference rooms, office, or training rooms.

2. **SPOT CLEANING** – Spots and stains are one of the biggest deterrents to high appearance levels. In order to maintain a consistent appearance level between periodic extraction, it's critical that spots and stains be removed on a **DAILY** basis as detected. For thorough spot cleaning follow these steps:
 - a) Block area off using wet floor signs or stanchions to prevent foot traffic.
 - b) Remove as much excess material as possible prior to spot removal. Blot up liquids with a clean white terry cloth, vacuum up dry soil and/or gently scrap up encrusted material.
 - c) Spray [Diversey General Purpose Spotter](#) onto a clean, white terry towel and work in gently. Do not scrub. Blot, absorbing as much of the spot into the towel as possible. Work from outside edge of the spot into the center to prevent spreading. Extract the area with a mini extractor using [Diversey Extraction Rinse](#) in the clean water tank at 1:128 dilution rate.
3. **ENCAPSULATION** – Larger areas of carpet that have dry set-in stains can be cleaned using encapsulation process. This should be done as needed for high between full extraction cleanings.
 - a) Apply [Diversey Dry Foam Shampoo & Encapsulation](#) chemical diluted to a 1:13 rate on the designated area using a pump sprayer or through the Radiant, Taz, or iCap spray tank.
 - b) Agitate using the iCap brush cleaning machine or with the Taz/Radiant Orb machine using a microfiber bonnet pad, wait 30 minutes and allow to dry.
 - c) Vacuum treated area to remove crystallized soils. ***Do not vacuum wet carpet!**
4. **EXTRACTING** – Each section of the carpet should be extracted on a quarterly basis to remove ground in soil and soil that has bonded to the fibers. Using a hot water extraction machine follow these procedures.
 - a) Vacuum dry carpet and apply [Diversey Heavy Duty Prespray](#) solution at a dilution rate of 1:40 using a pump sprayer (**DO NOT** cleaning chemical directly into the machine.)
 - b) Allow chemical to dwell for ten (10) minutes, but do not allow the detergent to dry.
 - c) Add [Diversey Extraction Rinse](#) into the clean water tank of the extraction machine along with warm water (max 125 degrees) at a dilution rate of 1:128.
 - d) Extract the pre-treated area within thirty (30) minutes.
 - e) Utilize blower fans to dry the extracted area.
 - f) The next day or once dry, vacuum the area that was extracted.

Carpet Machine Maintenance

REQUIRED AFTER EACH USE!

VACUUM: Inspect bag replace as necessary. Inspect brush and clean weekly or as needed to remove hair, string, fibers, debris etc. Inspect cord to ensure no tears or exposed wires. Bi-annually replace exhaust and motor filters.

SPOTTERS: When cleaning is completed, after every use, insert the vacuum hose directly into the freshwater tank to both clean out the tank, but also to clean the nozzle and the interior of the hose from biologicals and soils. Empty the recovery bucket and rinse. Inspect the filter behind the recovery bucket. Leave machine open to air dry.

iCAPSOL: Remove debris tray between brushes and hose out. Remove brushes and hose off and allow to dry. Wipe off underside of machine with brush and tray removed. Remove and rinse out spray nozzle and place in white strap to dry. If machine will sit for extended periods, also empty the solution tank and flush with fresh water-including running the machine to push water through the spray hose (nozzle removed). Failure to properly clean this machine after use will allow for crystallization of encapsulation chemical and will reduce the life and performance of this machine.

TAZ/RADIANT: Remove pad and place in the washing machine to wash. Allow pads to air dry. Empty the solution tank and flush with fresh water-including spraying through the machine to push water through the spray hose and nozzle. Failure to properly clean this machine after use will allow for crystallization of encapsulation chemical and will reduce the life and performance of this machine.

EXTRACTOR: Remove brush and hose off. Hose off underside of machine. Empty freshwater tank and leave fill opening exposed to dry. Empty and flush the recovery tank with clean water and leave caps open to dry. Charge batteries.