



## CARPET CARE



## Daily Carpet Cleaning

**MAINTEX**



**FACILITY SOLUTIONS**

# Daily Carpet Care

*Properly maintaining your facility's carpeted areas on a daily basis will protect and extend the life of the carpet, enhance the appearance, and improve indoor air quality.*

To begin the process, gather all the necessary supplies, which may include:



**PT107303**  
Pro 10 Backpack Vacuum



**268927**  
Wet Floor Sign



**262224**  
Plastic Bottle w/Sprayer



**164332**  
Oxy Citrus Peroxide Cleaner



**212853**  
Gloves



**2622502**  
White Cotton Bar Towels



**263704**  
Carpet Spotting Brush



**29002418**  
Measuring Cup

For large areas you will also need:



**262247**  
2 gallon Pump Sprayer



**FT-BB-020-00**  
Bonnit Bug/Pole Spotter



**MX501000**  
Spot Extractor

*For additional options contact your Maintex Sales Consultant or visit us online at [maintex.com](http://maintex.com)*

# Let's get started...



Always wear personal protective equipment when handling chemicals. Wear gloves when spotting carpet. Review the product labels and chemical SDS. When using a pump sprayer it must be properly labeled.

## Prepare the floor...



**A**

Inspect the carpeted area and pick up any noticeable debris. Vacuuming up paper clips, staples, and other metal objects create clogs and can tear filters.



**B**

Inspect your equipment before using it to make sure it is in proper working condition. Check for cord wear, dirty filters, and vacuum bag fill levels. If the cord is damaged do not use the vacuum and notify your supervisor.



**C**

If you are using a backpack vacuum, place the vacuum on your back and adjust the straps snugly for comfort. Make sure the weight of the vacuum rests evenly and comfortably on your hips.



**D**

Turn on the power switch. Place your hand on the wand at the closest point to where the hose attaches to the wand and place your other hand near the wand bend. Use the wand and hose with the floor tool to vacuum the carpet, and keep the cord behind you as you work.

*TIP: Keep your back as straight as possible and twist your waist while walking backwards or forwards.*



**E**

Use the Upholstery tool for cleaning chairs and sofas. Use the Crevice tool for corners and edges. Use the Round dusting brush for vent cleaning.



**F**

Make sure to vacuum entry mats, which work to prevent dirt from entering the building.



**G**

When you are finished, return the vacuum to the cleaning supply area. Check the vacuum bag level and filters, and empty or change them as needed.



# Removing Spots...

Always test for colorfastness in remote areas before beginning spotting. If there are people present, mark the area where you are working with a wet floor sign. Most spots can be removed with a neutral spotter. However, specialty spot removers may be needed for situations with red dye, tar, adhesives, or chewing gum. Check with your supervisor or Maintex representative for assistance.

## SMALL AREA Spray Method:



1

Spray around the spot with carpet spotter. Use a medium mist and do not over saturate the area.



2

Work several spots at a time. Let the chemical dwell for at least 2 minutes to penetrate and loosen soil.



3

Work the spot inward towards the middle with a carpet spotting brush. This technique prevents the spot from spreading.



4

Place a clean white towel over the spot and apply pressure with your hand or foot to transfer the spot.



5

Repeat this process as necessary until the spot is gone. When the towel has become visibly soiled, flip it over and use the other side. When both sides are soiled, replace the towel.



6

Spray the area with clean water, then blot it with a clean white towel. This helps prevent re-soiling. Allow the area to dry before removing wet floor signs.



## MEDIUM AREA Stand-Up Pole Method:



1

Attach a clean bonnet pad to the unit.





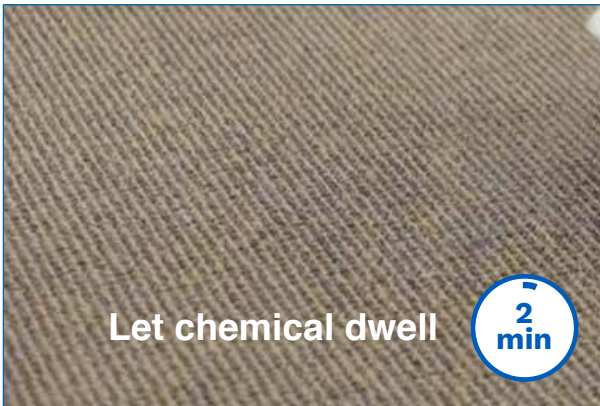
2

Fill the attached sprayer with carpet spotter, then pump up the sprayer



3

Spray around the spot using a medium mist and do not over saturate the area.



4

Work several spots at a time. Let the chemical dwell for at least 2 minutes to penetrate and loosen soil.



5

Brush and blot the area using the pole spotter.



6

Repeat this process as necessary until the spot is gone. When the bonnet has become visibly soiled, turn it over and use the other side. When both sides are soiled, replace the bonnet.



7

Spray the area with clean water, then blot it with a clean white towel or a clean bonnet. This helps prevent re-soiling. Allow the area to dry before removing wet floor signs.



8

When you are finished, empty the chemical sprayer and rinse the pole bonnets, then hang them to dry in the cleaning supply area.

## LARGE OR OCCUPIED AREAS Spot Extraction Method:



2

Using a pump sprayer or spray bottle, spray around the spot with carpet spotter. Use a medium mist and do not over saturate the area.



1

Fill the unit with clear water. Attach the hoses and upholstery tool.



3

Work several spots at a time. Let the chemical dwell for at least 2 minutes to penetrate and loosen soil.





4

Use the upholstery tool or brush to gently agitate the stain towards the center.



5

Turn on the spot extractor. Squeeze the handle to flush, rinse and vacuum away the soil in a single pass. Repeat this process until all soil has been removed.



6

When you are finished, empty and rinse the extractor and return it to the cleaning supply area.

## NOTES

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing. There are no margins, text, or other markings on the paper.

## NOTES

[illegible]



Also see these other informative **Maintex Maintenance Training Series** brochures



Order your janitorial supplies directly from **Maintex** • Visit us online at **[maintex.com](http://maintex.com)**



**Corporate Office**  
13300 E. Nelson Avenue  
City of Industry, CA 91746  
(800) 446-1888

**Poway Branch**  
13575 Gregg Street  
Poway, CA 92064  
(800) 261-4456

[academy.maintex.com](http://academy.maintex.com)