

APPENDIX C

TECHNICAL SPECIFICATIONS FOR CONTRACTING CUSTODIAL SERVICES FOR ARMY ACTIVITIES OTHER THAN MEDICAL AND INDUSTRIAL FACILITIES

Section 1—CHEMICALS

C-1-1. All chemicals used in the performance of the work must be purchased and issued to the Contractor's employees in the original manufacturer's containers. All such containers shall identify the type of chemical, instructions for use and dilution, and hazard warnings.

C-1-2. The contractor shall *not* use the following chemicals in the performance of the work.

C-1-2.1. Ammonia (except in floor finish remover).

C-1-2.2. Powdered Abrasive Cleaner (except on worn porcelain fixtures).

C-1-3. The following types of cleaning chemicals shall be used by the contractor in the performance of work when such work is required.

C-1-3.1. Neutral Detergent.

C-1-3.1.1. Federal Specifications—

C-1-3.1.2. Approved brands.

(a)

(b)

(c)

C-1-3.1.3. Size containers—one gallon only.

C-1-3.1.4. A synthetic neutral detergent concentrate shall be used in varying dilutions for the removal of soil from washable surfaces such as resilient tile floors, painted walls and woodwork, synthetic surfaces such as wall coverings and vinyl upholstery, etc. When used in various concentrations, the neutral detergent shall be adaptable for spot mopping, damp mopping, spot removal, wall washing, etc.

C-1-3.2. Germicidal Detergent.

C-1-3.2.1. Federal Specifications—

C-1-3.2.2. Approved brands.

(a)

(b)

(c)

C-1-3.2.3. Size containers—1 gallon only.

C-1-3.2.4. A quaternary ammonium germicidal detergent concentrate shall be used for disinfecting rest rooms, locker rooms, drinking fountains, food service areas, etc.

C-1-3.3. Acid Type Bowl Cleaner.

C-1-3.3.1. Federal Specifications—

C-1-3.3.2. Approved brands.

(a)

(b)

(c)

C-1-3.3.3. Size containers—one quart plastic squeeze bottle with flip-top cap.

C-1-3.3.4. An acid type bowl cleaner shall be used in toilet bowls and urinals to remove scum, rust, and scale build-up caused by mineral deposits in the water.

C-1-3.4. Lotion Type Cleaner.

C-1-3.4.1. Federal Specifications—

C-1-3.4.2. Approved brands.

(a)

(b)

(c)

C-1-3.4.3. Size container—one quart or smaller plastic squeeze bottle.

C-1-3.4.4. A creme or lotion type cleaner shall be used to remove soil from washable walls, furniture, fixtures, etc. A lotion type cleaner shall be used whenever a solution of neutral detergent or

germicidal detergent was not effective in removing the soil.

C-1-3.5. Stainless Steel Cleaner and Polish.

C-1-3.5.1. Federal Specifications—

C-1-3.5.2. Approved brands.

(a)

(b)

(c)

C-1-3.5.3. Size container—one gallon or smaller.

C-1-3.5.4. A stainless steel cleaner and polish shall be used to remove soil from polished metal surfaces and to reduce the soil and smudging of such surfaces. This chemical shall not be over-applied so as to leave an oily residue.

C-1-3.6. Furniture Polish.

C-1-3.6.1. Federal Specifications—

C-1-3.6.2. Approved brands.

(a)

(b)

(c)

C-1-3.6.3. Size container—1 gallon or smaller.

C-1-3.6.4. Furniture polish shall be used only on unsealed wood furniture or paneling and only to restore the natural moisture of the wood; not as a cleaner.

C-1-3.7. Water Based Degreaser.

C-1-3.7.1. Federal Specifications—

C-1-3.7.2. Approved brands.

(a)

(b)

(c)

C-1-3.7.3. Size container—1 gallon.

C-1-3.7.4. A water based degreaser shall be used in certain instances to remove petroleum based soils. The degreaser shall not be used on floors which have been sealed, or waxed.

C-1-3.8. Glass Cleaner.

C-1-3.8.1. Federal Specifications—

C-1-3.8.2. Approved brands.

(a)

(b)

(c)

C-1-3.8.3. Size container—one gallon or smaller.

C-1-3.8.4. Glass cleaner shall be used to spot clean and wash glass and other synthetic surfaces

where slight spotting or streaking would be detrimental to the appearance of the surface. The glass cleaner shall contain a soil retardant.

C-1-3.9. Metal-linked Polymer Floor Finish.

C-1-3.9.1. Federal Specifications—

C-1-3.9.2. Approved brands.

(a)

(b)

(c)

C-1-3.9.3. Size container—6 gallon or smaller.

C-1-3.9.4. A metal-link polymer floor finish shall be used on resilient tile and terrazzo floors. The floor finish shall enhance the appearance of the floor, decrease the wearing of the floor, and increase the effectiveness of dust mopping and wet mopping. The metal-link polymer floor finish shall be maintained by spray buffing the floor with a solution of 50 percent each, floor finish and water.

C-1-3.10. Water Emulsion Concrete and Terrazzo Seal.

C-1-3.10.1. Federal Specifications—

C-1-3.10.2. Approved brands.

(a)

(b)

(c)

C-1-3.10.3. Size container—6 gallon or smaller.

C-1-3.10.4. A water emulsion concrete and terrazzo floor seal shall be used to seal smoothed concrete and to prepare terrazzo floors prior to applying a metal-link polymer floor finish.

C-1-3.11. Floor Finish Remover.

C-1-3.11.1. Federal Specifications—

C-1-3.11.2. Approved brands.

(a)

(b)

(c)

C-1-3.11.3. Size container—6 gallon or smaller.

C-1-3.11.4. An ammoniated floor finish remover shall be used to remove metal-link polymer floor finish and water emulsion concrete and terrazzo floor seal from resilient tile, terrazzo and concrete floors.

C-1-3.12. Solvent Wax.

C-1-3.12.1. Federal Specifications—

C-1-3.12.2. Approved brands.

(a)

(b)

(c)

C-1-3.12.3. Size container—6 gallon or smaller.

C-1-3.12.4. A solvent wax shall be used on unsealed wood floors. The wax shall enhance the appearance of the floor, decrease the wearing of

the floors, and increase the effectiveness of dust mopping and wet mopping. The solvent wax shall be dry buffable.

Section 2—TOOLS

C-2-1. Requirements. All employees of the contractor shall have tools and supplies in accordance with the following paragraph (2-2)). The required tools and supplies shall be available and accessible to each employee when performing routine work.

C-2-2. Tool Assignment

C-2-2.1. Custodial Closet. Each custodial closet used by the contractor for routine work shall be supplied daily, or as frequently as the area is serviced, with the following items:

- one—funnel.
- one—measuring cup.
- one—gallon jug of neutral detergent concentrate with one ounce dispensing pump.
- one—gallon jug of germicidal detergent concentrate with one ounce dispensing pump.
- one—plastic pail.

C-2-2.2. Routine Work. Each employee of the contractor performing routine work shall have the following items:

- one—spray bottle with neutral detergent solution.
- one—spray bottle with germicidal detergent solution.
- one—spray bottle with glass cleaner.
- two—hand size sponges.
- one—hand size abrasive pad.
- one—gong brush.
- one—radiator brush.
- one—supply of clean synthetic cloths.
- one—hand size dusting tool.
- one—supply of treated dust cloths.
- one—urethane foam eraser (for chalk board cleaning only).
- one—container of lotion type cleaner.
- one—container of stainless steel cleaner.

C-2-2.3. Rest Rooms. Each employee of the contractor performing routine work in rest rooms shall have the following additional items:

- one—gallon jug of germicidal detergent with 1 oz. dispensing pump.
- two—hand size sponges.
- one—hand size abrasive pad.
- one—large perculator brush.
- one—bowl mop.

- one—pair rubber gloves.
- one—container of acid bowl cleaner.

C-2-2.4. Noncarpeted Areas. Each employee of the contractor performing routine work in non-carpeted areas shall have the following additional tools:

- one—spray bottle of spray-buff solution (for resilient tile and terrazzo floors only).
- one—dust pan.
- one—resilient tile, terrazzo, or other smooth floors which can be cleaned by dust mopping).
- one—putty scraper.
- one—push broom (for unsealed or rough concrete, quarry tile, or ceramic tile floors only).
- one—deck brush (for rough concrete, quarry tile, or ceramic tile floors only).
- two—spray-buff pads (for resilient tile or terrazzo floors only).
- one—wet mop, mopping pail, and wringer.
- one—cove brush and stick (for grouted tile or concrete floors only).

C-2-2.5. Carpeted Areas. Each employee of the contractor performing routine work in carpeted areas shall have the following additional tools:

- one—spray bottle of carpet shampoo.
- one—aerosol can of freon (for removing gum, etc.).
- one—small synthetic bristle broom.

C-2-3. Prohibited Tools. The contractor shall not use the following tools or supplies in the performance of the work:

C-2-3.1. Steel Wool.

C-2-4. Definitions. The tools used by the contractors shall comply with the following definitions:

C-2-4.1. Measuring devices. Plastic measuring cups graduated in one ounce intervals or one ounce dispensing pumps shall be used to prepare concentrated chemicals to the proper dilutions.

C-2-4.2. Funnel. Plastic funnels shall be used when filling spray bottles or gallon containers.

C-2-4.3. *Spray Bottle.* Plastic spray bottles shall be used to dispense neutral detergent, germicidal detergent, glass cleaner, spray-buff solution, etc. The plastic bottle shall be transparent, or translucent, graduated in one ounce intervals, 16 ounce capacity, pistol-grip type sprayer, and have an adjustable nozzle.

C-2-4.4. *Sponges.* Sponges shall be used for general cleaning operations such as spot cleaning walls, doors, vinyl upholstery, furniture, etc., and cleaning of rest room fixtures. The sponge shall be of a size which is easily held and used with one hand and shall be manufactured from cellulose.

C-2-4.5. *Hand Held Dusting Tools.* Hand held dusting tools shall be used for light-duty dusting of furniture, fixtures, ledges, etc. Dusting tools shall be chemically treated with a soil entrapping compound or be able to become electrostatically charged. Chemically treated dusting tools shall not leave a residue of the treating compound on the dusted surfaces. Dusting tools shall be vacuumed on a regular basis in order to maintain their capacity to entrap soil. Periodically, dusting tools shall be laundered and retreated.

C-2-4.6. *Dust Mops.* Treated dust mops shall be used to remove dry soil from resilient tile, terrazzo, wood, or smooth sealed concrete floors. Treated dust mops shall not be used on wet or heavily soiled floors. The dust mop head shall be attached to the mop stick by means of a swivel mop head holder. The dust mop strands shall be looped at the ends and stitched or secured firmly to prevent strands from falling out or becoming unraveled. The dust mop head shall be as wide as practical for the area. The dust mop head shall be vacuumed on a regular basis in order to maintain its capacity to entrap soil. Periodically, dust mop heads shall be laundered and retreated.

C-2-4.7. *Wet Mop.* Wet mops shall be used for spot mopping, damp mopping and wet mopping of floors, pick-up of spills, applying floor finish and finish remover, and other general cleaning operations of floors. Wet mop heads shall not be used to clean walls, furniture, rest room fixtures, etc. Wet mop heads, when dry, shall weigh from 16 ounces to 24 ounces. The wet mop head shall be a cotton and synthetic blend with looped-end mop strands and a stitched tail-band. Mop heads shall be rinsed on a regular basis and laundered periodically. Wet mop heads shall not have an objectionable odor.

C-2-4.8. *Putty Scraper* A putty or paint scraper shall be used to remove gum and other similar substances from noncarpeted floors.

C-2-4.9. *Dust Pan.* A nonmetallic dust pan shall be

used to pick-up soil and litter accumulated during dust mopping and sweeping of non-carpeted floors.

C-2-4.10. *Plastic Pail.* A plastic pail shall be used for heavy-duty cleaning operations such as wall and furniture washing. Plastic pails shall *not* be used for spot cleaning. Plastic pails shall be non-metallic, have a pouring spout, be graduated in one quart intervals, and have a metal bail with plastic handle.

C-2-4.11. *Mop Buckets and Wringers.* Mop buckets and wringers shall be used with wet mops to spot mop, damp mop, wet mop, apply floor finish and seal, apply stripping solution, etc. The mop bucket shall have a nonmetallic container with "CAUTION—WET FLOORS" printed on the exterior of the container. The nonmetallic container shall be mounted to a metallic crossbrace with swivel, nonmarking casters. The container shall have metallic bails which, when not in use, serve to reinforce the top edge of the sides of the container. If the worker using the mop bucket is issued a metal custodial cart, the casters may be removed and the bucket placed on the cart. The mop wringer shall be galvanized or stainless steel and shall have a down-pressure type lever. The size of the wringer shall be compatible with the size mop head used.

C-2-4.12. *Toilet Bowl Mops.* Toilet bowl mops shall be used to clean toilet bowls and urinals only. The toilet bowl mop head shall be a synthetic fiber and the mop handle shall be a pliable squeeze cup.

C-2-4.13. *Synthetic Fiber Cloths.* Synthetic fiber cloths shall be used for general purpose cleaning operations. The cloths shall not leave lint or string on the cleaned surface. Rags or paper towels are not an acceptable substitute for synthetic fiber cloths.

C-2-4.14. *Rubber Gloves.* Rubber gloves shall be used when cleaning rest rooms or using harsh chemicals. The rubber gloves shall be pliable, waterproof, and shall not significantly interfere with the productivity of the worker.

C-2-4.15. *Push Broom.* Push brooms shall be used to remove soil from rough concrete or non-resilient tile floors and to remove heavy concentrations of soil from other noncarpeted floors prior to dust mopping. The push broom shall have synthetic fiber bristles and shall be as wide as practical for the area being cleaned.

C-2-4.16. *Deck Brush.* A deck brush shall be used

to scrub concrete and nonresilient tile floors. The deck brush shall be made of stiff, synthetic fiber bristles and be as wide as practical for the area cleaned.

C-2-4.17. Radiator Brush. A synthetic fiber radiator brush shall be used to sweep or dust soil from hard-to-reach areas.

C-2-4.18. Large Perculator Brush. Large perculator brushes shall be used to clean hard-to-reach areas in commodes and urinals.

C-2-4.19. Small Perculator Brush. Small perculator brushes shall be used to clean the water spout and holes in the drain cover of drinking fountains.

C-2-4.20. Gong Brush. Synthetic fiber gong brushes shall be used to clean hard-to-remove soil from carpet, upholstery, and fabric or vinyl wall coverings.

C-2-4.21. Urethane Foam Erasers. Urethane

foam erasers shall be used to dry clean chalk boards. The eraser should be made of urethane foam with a leather or chamois backing. The eraser should be approximately 16 inches in length.

C-2-4.22. Floor Machine Pads. Floor machine pads shall be used with single disc floor machines to spray-buff, spray-clean and strip resilient tile and terrazzo floors. The floor machine pads shall be at least 3/4 inch thick and made from open-weave, polyester material.

C-2-4.23. Cove Brush and Stick. A synthetic bristle triangular cove brush shall be used to clean ceramic tile, quarry tile, and concrete floors where such floors have a base-board made of similar material or have a protective base-board.

C-2-4.24. Abrasive scrubbing pads. Hand size abrasive scrubbing pads shall be used to remove hard-to-remove soil from walls, partitions, rest room fixtures, etc.

Section 3—EQUIPMENT

C-3-1. Types of Equipment. The equipment used by the contractor shall comply with the following paragraphs.

C-3-2. Single Disc Floor Machine. Single disc floor machines shall be used for floor finish stripping, spray-buffing, spray-cleaning, dry-buffing, and scrubbing ceramic tile, quarry tile, and concrete floors. The floor machine shall be 20 inches in diameter unless otherwise specified in section 4-"Schedule of Minimum Required Equipment for Routine Work." The floor machine shall be equipped with an aluminum driving block with nylon bristles set in fiber backing for securing spray-buff pads.

C-3-3. Upright Carpet Vacuums.

C-3-3.1. Upright carpet vacuums shall be used for routine vacuuming of carpet and carpet-type entrance mats. The upright carpet vacuum shall have as wide a swath as practical for a given area. The swath of the machine will vary from 14 inches to 32 inches depending on the size of the carpeted area, the obstruction of furniture, etc. The carpet vacuum motor shall be rated at least 1 horsepower. The beater bar of the upright carpet vacuum must be replaced whenever the bristles become worn or missing. The filter collection bag of the vacuum cleaner must be emptied routinely to insure adequate suction.

C-3-4. Wet/Dry Tank Vacuums.

C-3-4-1. Wet/Dry tank vacuums shall be used to vacuum areas inaccessible to upright carpet vac-

uums such as beneath desk and furniture, in corners, and along baseboards. However, they shall not be used to maintain trafficked areas of carpet. Additionally, wet/dry tank vacuums can be used to vacuum-up spills, stripping solution, or for removing excess water from damp mopping, or machine scrubbing. The wet/dry tank vacuum shall be 5 to 8 gallon capacity and shall be equipped with crevice tool, upholstery brush, floor tool, wet pick-up squeegee, a flexible hose, and a wand.

C-3-5. Custodial Carts.

C-3-5.1. Each custodian assigned to routine work shall have a custodial cart. The cart shall be used to transport tools, chemicals, supplies, and for the collection of trash. Such custodians assigned to carpeted areas or assigned to noncarpeted areas which are somewhat obstructed shall be equipped with a folding waste collection cart with an attachable caddy bag for holding smaller items of supply and tools. Custodians who are assigned to areas where the use of mop buckets is frequent or who must transport a considerable quantity of supplies for refilling rest room dispensers shall have a larger metal cart with shelves, unless the assigned area has obstructions or congestion which limits the mobility of the larger cart.

C-3-5.2. The folding waste collection cart shall have a 6 bushel capacity, plasticized waste collection bag, an attachable tool caddy, a folding shelf beneath the waste collection bag, and swivel casters.

C-3-5.3. The larger custodial cart shall have one

Section 5—PERFORMANCE STANDARDS FOR ROUTINE WORK

or more shelves accessible from all sides of the cart, a bottom platform to hold the mop bucket, a 4 bushel or larger plasticized waste collection bag and four casters, two of which are swivel.

C-5-1. Remove Trash. All waste baskets, cigarette butt receptacles, pencil sharpeners, and other trash containers within the area shall be emptied and returned to their initial location. Boxes, cans, papers, etc. placed near a trash receptacle and marked “TRASH” shall be removed. All waste from such trash receptacles shall be removed from the area and emptied into a designated trash dumpster or receptacle in such a manner as to prevent the adjacent area from becoming littered by such trash. Any obviously soiled or torn plastic trash receptacle liners in such receptacles shall be replaced. Sand in cigarette butt receptacles will be strained to remove ashes and debris. The exterior of waste baskets shall be damp wiped with neutral detergent from a spray bottle and a clean sponge or synthetic fiber cloth to remove evident soil. Wet spills on the interior of waste baskets shall be removed. Cigarette butt receptacles shall be damp wiped with a sponge to remove evident soil. Lotion type detergent and an abrasive pad shall be used on hard-to-remove soil. In rest rooms, locker rooms, and food service areas, germicidal detergent will be used in lieu of neutral detergent.

C-5-2. Partially Vacuum Carpet. Prior to carpeted floors being partially vacuumed, the carpeted area shall be policed to remove all surface litter such as paper, gum, rubber bands, paper clips, etc., etc. Use an upright carpet vacuum with beater bar to remove any obvious soil on the surface of the carpet. The beater bar shall be adjusted to correspond with the pile height of the carpet. After being partially vacuumed, the carpeted floor shall be free of all visible litter and soil.

C-5-3. Completely Vacuum Carpet. Prior to carpeted floors being completely vacuumed, the carpeted area shall be policed to remove all surface litter such as paper, gum, rubber bands, paper clips, etc. An upright carpet vacuum shall be used to vacuum surface soil and embedded grit from all areas accessible to the carpet vacuum. The beater bar shall be adjusted to correspond with the pile height of the carpet. Chairs and trash receptacles shall be tilted or moved where necessary to vacuum underneath. Additionally, as necessary to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to the upright carpet vacuum, a tank vacuum with crevice tool and brush attachment shall be used. After the carpeted floor

has been completely vacuumed, it shall be free of all visible litter, soil and embedded grit.

C-5-4. Spray-Buff. Prior to being spray-buffed, the floor surface shall be swept. A single disc floor machine, buffing pad and spray bottle with spray-buffing solution shall be used to restore a uniform gloss and protective finish to resilient tile or terrazzo floors which are finished with a metal-link polymer floor finish. The spray-buff solution shall be prepared by mixing a solution of equal parts of water and floor finish. The floor finish shall be of the type already on the floor. All areas accessible to the floor machine shall be spray-buffed. Chairs, trash receptacles, etc. shall be tilted or moved where necessary to spray-buff underneath. The floor shall be swept after being spray-buffed. After spray-buffing, the entire floor shall have a uniform, glossy appearance, free of scuff marks, heel marks, and other stains, and shall have a uniform coating of floor finish. All spray-buff solution shall be removed from baseboards, furniture, trash receptacles, etc.

C-5-5. Dry-Buff. Prior to being dry-buffed, the floor surface shall be swept. A single disc floor machine and buffing pad or brush shall be used to restore a uniform gloss and protective finish to waxed wooden floors. All areas accessible to the floor machine shall be dry-buffed. Chairs, trash cans, etc. shall be tilted or moved to dry-buff underneath. After being dry-buffed, the entire floor shall have a uniform glossy appearance, free of scuff marks, heel marks, and other stains and shall have a uniform coating of wax.

C-5-6. Wet Mop Floors. Prior to being wet mopped, the floor surface shall be swept. A wet mop, mop bucket and wringer and a neutral detergent solution shall be used to remove all soil and nonpermanent stains from the entire area. The neutral detergent solution shall be changed periodically and remain clear or the area damp mopped shall be rinsed with clear water. All accessible areas shall be damp mopped. Chairs, trash receptacles, etc. shall be moved when necessary to mop underneath. After being wet mopped, the floor shall have a uniform appearance with no streaks, swirl markets, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area.

C-5-7. Sweep Floors. Prior to sweeping the floor surface, use a mop and neutral detergent to remove spills and obvious soil from the floor; and use a putty knife to remove gum, tar, and other sticky

substances from the floor. On resilient tile, terrazzo, smooth sealed concrete or other smooth finished floor surfaces, use a treated dust mop and a dust pan to remove accumulated soil and litter. On rough, unsealed concrete, or other floors where dust mopping is not effective, use a push broom. The entire area to be swept shall be thoroughly cleaned to remove dust, dry soil, and other litter. Chairs and trash receptacles shall be tilted or moved where necessary to sweep underneath. After the floor has been swept, the floor surface, including corners and abutments, shall be free of streaks, litter, and spots caused by spills, and no soil shall be detected on a clean white cloth when a cloth is pulled across the floor surface. Carpet type entrance mats shall be vacuumed with an upright carpet vacuum to remove soil and grit and to restore the resiliency of the carpet tile. Rubber or polyester entrance mats shall be swept, vacuumed or hosed-down to remove soil and grit. All entrance mats shall be lifted to remove soil and moisture underneath and shall then be returned to their normal location.

C-5-8. Clean and Supply Rest Rooms. Perform the following activities:

C-5-8.1. Remove trash (reference para 5-1).

C-5-8.2. Wet mop (reference para 5-6).

C-5-8.3. Sweep floors (reference para 5-7).

C-3-8.4. Complete dusting (reference para 5-11).

C-5-8.5. Spot clean (reference para 5-12).

C-5-8.6. Resupply all toilet tissue dispensers, towel dispensers, hand soap dispensers, and sanitary napkin dispensers.

C-5-8.7. Completely damp clean and disinfest *all* surfaces of toilet bowls, urinals, lavatories, showers, dispensers, and other such surfaces using a germicidal detergent from a spray bottle, a clean sponge, polyester abrasive pad, toilet bowl mop, synthetic fiber cloth, and a lotion detergent for hard-to-remove soil.

C-5-8.8. Disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall mounted lavatories, urinals, and toilets using a spray bottle of germicidal detergent and a clean sponge.

C-5-9. Descal Toilet Bowls and Urinals. Use acid-type bowl cleaner and a nylon bowl mop to remove scale, scum, mineral deposits, rust stains, etc. from toilet bowls and urinals. After descaling, the entire surface shall be free from streaks, stains, scale, scum, mineral deposits, rust stains, etc. Caution must be used to prevent damage to

adjacent surfaces caused by spills of the acid-type bowl cleaner.

C-5-10. Regular Dusting. Use a lightly treated dust cloth, lightly treated hand-held dusting tool, lambswool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools to remove all dust, lint, litter, dry soil, etc. from the horizontal surfaces of desks, chairs, file cabinets, and other types of office furniture and equipment and from horizontal ledges, window sills, blinds, hand rails, etc. below 6½ feet from the top of the floor surfaces. Items on desk tops are not to be disturbed. After regular dusting, all such surfaces shall have a uniform appearance, free of streaks, smudges, dust, lint, litter, etc. Dusting shall be accomplished by removal of soil from the area—not by rearranging it from one surface to another.

C-5-11. Complete Dusting. Use a lightly treated dust cloth, lightly treated hand held dusting tool, lambswool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools to remove dust, lint, litter, dry soil, etc. from all surfaces below 6½ feet from the top of the floor surface. Items on furniture tops shall be dusted and replaced; however, papers shall not be disturbed. After complete dusting, all such surfaces, including cracks, corners, vents, etc., shall have a uniform appearance free of streaks, smudges, dust, lint, litter, etc. Dusting shall be accomplished by removal of the soil from the area; not by rearranging it from one surface to another.

C-5-12. Spot Clean. Use a sponge, clean cloth and spray bottle of neutral detergent, germicidal detergent, or glass cleaner to remove smudges, finger prints, marks, streaks, etc. from washable surfaces of walls, partitions, doors, furniture, fixtures, appliances, etc. Germicidal detergent shall be used in rest rooms, locker rooms, food service areas, and drinking fountains. Glass cleaner shall be used on mirrors and glass surfaces. Lotion cleaner shall be used on hard-to-remove spots. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of removable soil.

C-5-13. Clean Drinking Fountains. Use a spray bottle of germicidal detergent, sponge or cloth, small percolator brush, abrasive pad, and lotion cleaner to remove all obvious soil, streaks, smudges, etc. from the drinking fountain and cabinet, then, disinfect all porcelain and polished metal surfaces including the orifices and drain. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.

C-5-14. Clean Chalkboards. Use a polyurethane foam eraser with chamois backing to remove all chalk marks, finger marks, and excess chalk dust from the writing surface of the chalkboard. Wipe the chalk tray with a damp sponge or cloth to remove chalk dust. Remove excess chalk dust from

erasers by vacuuming. After cleaning the chalkboard, the writing surface shall have a uniform appearance with no remaining marks, streaks, or excess dust. The chalkboard tray and erasers shall contain no excess chalk dust.

Section 6—SCHEDULE OF ROUTINE WORK Schedule Number 6.

(SUGGESTED FORMAT)

Applicable to Buildings:

(Work must be performed during the times indicated)

D = daily, 2D = twice daily, D3 = every three days, etc. W = weekly, 3W = three times weekly, W2 = every two weeks, etc. M = monthly	High traffic corridors and lobbies	Other corridors and lobbies	Office areas	Classrooms	Lounges	Restrooms and Locker rooms	Elevators	
Remove trash								
Sweep floors								
Partially vacuum carpet								
Completely vacuum carpet								
Clean and supply restrooms								
Spray-buff								
Wet mop								
Regular dusting								
Complete dusting								
Spot clean								
Clean chalk boards								
Dry buff								
Clean drinking fountains								
Descale toilets and urinals								

Section 8—PERFORMANCE STANDARDS FOR PROJECT WORK

C-8-1. Stripping and Refinishing Resilient Tile and Terrazzo Floors

C-8-1.1. Stripping shall be defined as the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces and from those floor surfaces which can be exposed by the removal of nonfixed furnishings. Stripping shall also include the complete removal of all marks, scuffs, stains, etc., except in cases in which there is damage to the floor surface. The stripping chemical(s) used shall meet the specifications given in this document for the type of finish and/or sealer being stripped, and shall be used according to the manufacturer's directions. The floors shall be scrubbed with a single disc floor machine equipped with a stripping pad, except those areas in which an auto-scrubber can safely and effectively be used; and those areas in which the use of manual scrubbing devices are necessary to completely remove the finish and/or sealer (along walls, in corners, etc.). The stripping solution and rinse water shall be picked-up with a wet/dry vacuum except in areas where its use is impossible or impractical (very small areas, areas with low amperage circuits, etc.). All floor surfaces to which stripper has been applied shall be thoroughly rinsed with clean water. When a wet/dry vacuum is used, the area should be rinsed at least once after the stripping solution has been removed. If a mop is used to pick-up the stripping solution, the area should be rinsed at least twice.

C-8-1.2. Refinishing shall be defined as the proper application of at least two coats of finish to all trafficked areas and one coat of finish to areas receiving no traffic. The finish shall be applied with a clean, fine-strand, rayon mop head. No finish which has been removed from its original container shall be returned to that container. After the finish has dried, the reflectancy shall be uniform and no streaks, swirls, etc., shall be visible. No stripping solution or finish shall remain on baseboards, doors, or other nonfloor surfaces.

C-8-2. Carpet Cleaning, Water Extraction Method. Carpet cleaning, water extraction method shall be defined as the spot cleaning, vacuuming, operation of the water extraction equipment, and revacuuming of all carpet in an area. All vacuuming, both before and after the use of the water extraction equipment shall be done with a medium duty pile lifter vacuum. All stained areas shall be treated with spot cleaning solution, following the directions of the manufacturer of the solution, or treated according to procedures given in TM 5-609, Military Custodian Services Manual for the particular stain involved. Spot cleaning

should continue until as much of the stain as possible has been removed. The water extraction equipment and materials shall meet the specifications given in this document. The water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturer of the water extraction equipment and materials shall be followed during their use. After operating the water extraction equipment and allowing sufficient drying time, the carpet shall be vacuumed following a pattern which will give the carpet pile a uniform appearance.

C-8-3. Carpet Cleaning, Dry Foam Method.

Dry foam shampooing of carpets shall be defined as the spot cleaning, vacuuming, shampooing, and revacuuming of all carpet in an area. All vacuuming, both before and after shampooing shall be done with a medium duty pile lifter type vacuum. All stained areas shall be treated with spot cleaning solution, following the directions of the manufacturer, or treated according to the procedures given in TM 5-609, Military Custodial Services Manual for the specific stain involved. Spot cleaning should be continued until as much of the stain as possible has been removed. The shampooing shall be done using equipment and materials specifically designed for dry foam shampooing and meeting the specifications for such equipment and materials given in this document. The instructions provided by the manufacturers of the equipment and materials should be followed during its use. Areas, such as corners, which are inaccessible to the machine shall be shampooed with foam from the machine and manual scrubbing devices. After shampooing and allowing sufficient drying time, the carpet shall be vacuumed following a pattern which will give the carpet pile a uniform appearance.

C-8-4. Machine Scrubbing of Grouted Tile Floors.

Machine scrubbing of grouted tile floors such as ceramic tile or quarry tile shall be defined as applying an appropriate cleaning solution to all areas of the floor, allowing the solution to remain on the floor for three to four minutes, operating a single disc floor machine equipped with a bassine brush over all accessible floor areas (including those areas which can be made accessible by the removal of nonfixed furnishings), manually scrubbing those areas which are inaccessible to the floor machine, removing the solution from the floor and rinsing the floor with clean water. All equipment and chemicals shall meet the specifications given in this document. The proper chemicals for the type of area and level of soils shall be used. (For example, areas with badly stained grout may require one chemical while areas with clean, sealed grout require the use of another.)

C-8-5. High Dusting. High dusting shall be defined as the removal of dust, cobwebs, oily film, etc., from all fixtures and surfaces above 7 feet from the top of the floor. This includes lights, grills, light fixtures, pipes, sprinkler system, cables, ledges, walls, ceilings, vents, etc. High dusting shall be accomplished by using treated dust cloths, treated dusting tools, a damp sponge, and a tank vacuum with crevice tool, brush attachment, and wall attachment. After high dusting, all areas and surfaces above 6½ feet from the top of the floor surface shall be free from all types of soil removable by dusting or damp wiping and shall blend in with the area below 6½ feet high.

C-8-6. Clean Office Furniture. Cleaning office furniture shall consist of the removal of evident soil and dust from office desks, chairs, file cabinets, tables, and other type furnishings. Cleaning of vinyl furniture shall be accomplished with a spray bottle of neutral detergent, a damp sponge or synthetic fiber cloth, and a lotion detergent for hard-to-remove soil. Cleaning of upholstered furniture shall be accomplished using a tank vacuum with upholstery attachment, dry foam concentrate, and a soft bristle brush.

C-8-7. Wash Interior Glass. Wash interior glass shall be defined as the complete removal of

smudges, tape, oily film, and other types of soil from all glass in interior partitions, walls, doors, displays, and other glass areas (this includes both glass in exterior doors and vestibules). A glass cleaning chemical, window squeegee tool with rubber blade, clean sponge and synthetic fiber cloths shall be used. The glass shall be rinsed to remove any detergent solution residue. After washing, the glass areas shall be free of dust, smudges, oily film, tape, and all other types of soil, streaks, and water marks. Glass cleaner splash and drip marks shall be removed from all adjacent surfaces.

C-8-8. Wash Exterior Windows. Wash exterior windows shall be defined as the complete removal of smudges, tape, oily film, cobwebs, dust, and other types of soil from both sides of the glass and frames of exterior windows, doors, vestibules, etc. A glass cleaning chemical, window squeegee tool, with rubber blade, clean sponge, and synthetic fiber cloths shall be used. The glass and frame shall be rinsed to remove any detergent solution residue. After washing, the glass areas shall be free of smudges, tape, oily film, cobwebs, dust, and all other types of soil, streaks, and water marks. Glass cleaner splash and drip marks shall be removed from all adjacent surfaces.