

# Cleaning and Maintenance

# Carpet Tiles

## Preventative Maintenance

- 80% of soiling is caused by foot traffic. Walk off mats – both inside and outside – will minimise this.
- Outside mats should be of a coarse texture to brush soil from shoes.
- Inside mats remove smaller particles of dirt, as well as oils, that can be tracked in from outdoors.
- Mats should be vacuumed regularly and cleaned frequently so they do not become a source of soiling.
- It is very important to keep hard surface flooring clean to prevent tracking of residues onto the carpet.

## Chair Mats

- Desk chairs and trolleys with rollers or castor wheels can damage carpet tiles.
- High quality chair mats are recommended to provide protection.

## Daily Maintenance

- Vacuum the carpet daily.
- Upright vacuum cleaners that come with brushes are suitable for everyday use. Rotating brushes beat the pile and removes soil, dust and particles.
- Prompt treatment of stains is recommended. Please refer to the spot cleaning methods below for further details.

## Regular maintenance (Once in 2-3 months)

- Powder Method:
  - Apply an absorbent compound onto the carpet tiles then vacuum the compound along with the dirt.
  - Effective and convenient as foot traffic does not need to be blocked.
- Bonnet Method:
  - Use a cotton pad with an appropriate cleaning solution.
  - Also convenient as uses minimal water and foot traffic does not need to be blocked.
- Ensure you contact Cleaning Professionals for advice before commencing the above.

## Deep Cleaning for Persistent Stains (Once or twice a year)

- Deep cleaning removes greasy or adhesive stains that are unable to be removed by above methods.
- As these are wet cleaning methods, it should not be used on carpet tiles with electrical wiring underneath.
- Sufficient drying time must be taken into account when planning these cleans.
- Hot Water Cleaning (Steam Cleaning)
  - High temperature detergent is injected into the carpet piles and the liquid, which will contain dirt, is immediately extracted.
- Rotary Brush Cleaning (Shampoo Cleaning)
- This method removes the most stubborn stains.
- Note that when cleaning equipment washes a large area for many hours the equipment may be damaged due to friction between brush and carpet surface.

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## Spot Cleaning Method

When you detect any stains or blots, identify the cause of the stains and treat them immediately by the following methods

Cause	Cleaning Methods
Soy Sauce / Worcester Sauce	Soak up the sauce with cloth or tissue as much as possible, then wipe with a cloth dipped in warm, diluted neutral detergent. If the stain is persistent, scour with a brush. For old stains, wipe with hydrogen peroxide solution.
Mud	Wait until the mud dries out, then sweep thoroughly with soft brush. Moisten the dirt with warm thin neutral detergent and wipe off.
Chewing Gum	Roll and pick up the chewing gum as much as possible, and apply ice cubes onto the remainder to harden it and remove it.
Blood	Blot the bloodstain with tissue and wipe with hydrogen peroxide solution.

The following explains how to treat nursing- care- related stains.

Cause	Cleaning Methods
Urine	<ul style="list-style-type: none"> <li>Wipe immediately with salt water or diluted nitric acid or a mixture of alcohol and acetic acid, and then wipe thoroughly with diluted neutral detergent.</li> <li>Wipe immediately with cold water, and then wipe with a hot towel that has been dampened with a solution of detergent containing glycol ethyl ether.</li> <li>When the stain is persistent, detach the affected carpet tile from the floor, wash it with brush and neutral detergent, rinse with running water and dry it in the shade.</li> </ul>
Stool	<ul style="list-style-type: none"> <li>Wipe immediately with salt water, and then wipe with 5% ammonia water, finish up with warm thin detergent</li> <li>If the stool is too soft, sprinkle white powder on it such as salt, ash or powdered cleanser and remove it along with the powder by brush, then wipe with cold water.</li> <li>When the stain is persistent, detach the affected carpet tile from the floor, wash it with a brush and neutral detergent, rinse with running water and dry it in the shade.</li> </ul>

*Never use bleach to clean piece-dyed carpet*

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