

# Maintenance Check List for Onsite Evaluation

## Identify and address all Sources of Soiling

- Parking lots / Entrances
- Transition areas (hard surface to carpet)
- Food service areas
- Restrooms / Water coolers

## Entry Mats (Keeps Dirt Outside)

- There are two categories of mats
  - Soil removal types brush soil from shoes and can hold large amounts of dirt
  - Absorbent mats are used inside to prevent moisture from getting on the carpet.
- 12 to 15 feet of matting is ideal
- **Keep mats clean!**

## Vacuuming is the Most Significant Element in Your Maintenance Program!

- 80 to 85 % of dry soil can be removed by proper vacuuming
- Select Vacuum cleaners certified in the Carpet and Rug Institute's '**Seal of Approval**' (SOA) Vacuum Program ([www.carpet-rug.org](http://www.carpet-rug.org))
- Commercial, dual-motor upright, top-loading vacuums are recommended.  
Example - Windsor's Versamatic Plus ([www.windsorind.com](http://www.windsorind.com)).
- Check working condition of vacuums - special attention to the bag (empty when half full)

## Prompt Attention to Spots and Spills is Essential

- Use General Soil Spot Removers, like Shaw's R2x or R2Xtra for most common spots and spills. Additional cleaning agents are listed in the Carpet and Rug Institute "**Seal of Approval**" Program ([www.carpet-rug.org](http://www.carpet-rug.org)).
- Use Solvent Spot Removers for oil and grease (petroleum-based spots). Solvent gels preferred.
- Specialty Products ([www.proschoice.com](http://www.proschoice.com)) for set stains that have added color or where color has been altered:
  - CTI Pro's Choice Red Relief (acid dye stains - colored soft drinks, medicines, etc...)
  - CTI Pro's Choice Stain Magic (organic dye stains - coffee, tea, mustard etc...)



## Appearance Management (Interim) Systems

- Encapsulation – process using CRI SOA approved cleaning chemistry and the twin-cylindrical counter rotating brush machines like the Whittaker LOMAC® Machine ([www.whittakersystem.com](http://www.whittakersystem.com)). **Always pre-vacuum.** (Note: Hot Water Extraction is recommended after every third encapsulation)
- Walk Behind Extractors – use CRI approved cleaning agents, be sure to run on **lowest** speed
- **Bonnet cleaning is not recommended!**

## Carpet Cleaning Process

- Hot Water Extraction Procedure – **Always pre-vacuum.** Pre-spray carpet with CRI SOA cleaning agent. Agitate and allow 10 minutes dwell time. Extract with water or use a low pH rinse agent in the machine. We recommend CRI Gold Rated Equipment. **Dry quickly.**
- Examples of equipment :
  - Truck mount units have the capability of maintaining higher pressure and temperature
  - High Flow Extractors like the **Steamin Demon** ([www.steamindemon.com](http://www.steamindemon.com))
  - Portable box and wand – Minimum 200 psi (pressure per sq. inch) and approximately 1 gallon of water flow per minute
- Use air movers. Be sure the facility HVAC is on during cleaning and remains on for at least for 12 hours afterward.





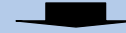
## Shaw Corporate Resources for Maintenance Questions

- Technical Assistance: Inforum at 877-502-7429  
[loyd.huffman@shawinc.com](mailto:loyd.huffman@shawinc.com) or 706-275-1135  
[cindy.sayre@shawinc.com](mailto:cindy.sayre@shawinc.com) or 706-275-2215

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## Commercial Carpet Care Suggested Frequency Chart \*

Traffic Level 	Vacuum 	Spot Removal 	Interim Cleaning (Appearance management) 	Hot Water Extraction 
<b>Light</b> ➤ Private offices ➤ Cubicle	2 + times per week	As needed	As needed	1 time per year
<b>Moderate</b> ➤ Shared offices ➤ Secondary hallways ➤ Conference rooms ➤ Classrooms	1 time per day	As needed	As needed	2 times per year
<b>Heavy</b> ➤ Common entrances ➤ Elevators ➤ Main hallways ➤ Break rooms ➤ Work rooms ➤ Mail rooms ➤ Patient rooms ➤ Waiting areas	1+ times per day	As needed	Monthly	4 times per year
<b>Extra Heavy *</b> ➤ Common entrances in severe climates ➤ Cafeterias / food service areas ➤ Extra heavy traffic **	1+ times per day	As needed	Weekly	Monthly

*\* This chart represents a general guideline; your program should be tailored to your specific conditions.*

\*\* Extra heavy traffic and soiling conditions require more frequent attention

*Note - Use of a pile lifter may be a consideration. Pile lifting helps restore the surface pile yarns and helps remove embedded dry sand and soil.*