



Training Class Outline

Monday, September 14, 2020

A detailed outline for one class.

Advanced Carpet Spotting

Concept - Objective

Upon completing this session the environmental services employee will be able to understand and perform the proper procedures for spotting carpets.

Concept - Teaching Aids

- A. Review and discussion of this in-service session.
- B. Practical demonstration of carpet spotting (as applicable).
- C. Spotting chart.
- D. Estimated Time: 45 minutes.

Concept - Introduction

The first step in understanding the removal of spots or dealing with stains is to understand that the fiber or fabric is either natural or synthetic. Natural fabrics are from fibers found in nature and are characterized as vegetable or animal. Synthetic fibers on the other hand, are man-made. The following is a list of fabrics in their proper order.

Synthetic: Nylon, Orlon, Acrylic, Polyester, Polypropylene, Acetate.

Natural: Wool, Silk; (vegetable) - Flax, Sisal, Hemp, Cotton, Linen.

Carpets today are generally manufactured with synthetic fibers. These are more durable and easier to clean. You will find that a lot of upholstery is still made with natural fibers. Some fabrics contain a blend of synthetic and natural fibers.

Some knowledge of cleaning products is necessary in order to insure proper spot and stain removal. The first thing that you need to be aware of is the pH factor. This will tell you whether or not the product is alkaline or acidic. Use the pH (litmus) paper in the spot removal kit to determine the pH value of the spot. To neutralize and remove spots, use a spot removal agent of the opposite pH of the spot. If, for example, you tested the pH of a spot and found that it had a pH of 5 (acid), you would want to use a spotter 2 points above 7 (alkaline), or in this case, a 9 (alkaline). 7 indicates a neutral pH and below 7 indicates an acidic pH.

One must always compensate in attempting to neutralize the spot by using 7 as the guideline of neutrality.

When testing the spot for its pH, make sure you do not touch your finger to the spot. Use some distilled water with an eye-dropper and then the bone scraper to spread the pH paper on the spot itself. Once you have a color change, coordinate that with the pH chart for the appropriate alkalinity or acidity of the spot. You can then neutralize accordingly.

Concept - Spot Identification

Identification of the spot could save time and trouble in removal.

Sources of identification are:

- . Owner's explanation
- . General appearance of spot
- . Location

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- . Feel or Hand
- . Odor
- . Penetration
- . Buildup
- . Age

Concept - Fibers that do not Melt

To identify the fiber, a burning test may be used.

FIBERS THAT DO NOT MELT:

Fiber	Odor	Ash
Wool	Burning Hair	Brittle Black
Rayon	Burning Paper	Soft, Gray
Cotton	Burning Paper	Light, Fluffy, White

Concept - Stain Removal Directions

Stains and spills on carpet surfaces should be treated immediately after they occur. The longer a spill or stain remains, the more difficult it

becomes to remove. The following steps should be taken in stain/spill removal:

- . Blot up any excess liquid with a clean absorbent material, such as a towel, cloth or sponge.
- . If the spill/stain consists of solids, scrap up the excess solids with a flat tool, such as a putty knife or dustpan. Be sure to disinfect or clean any tools that are used.
- . Test the cleaning agent being used on a remote area of the carpet, to check for color fastness.
- . Apply the cleaning agent necessary for the particular stain. Be sure not to over wet the area. A sponge can be used to apply the cleaning agent.
- . Blot the cleaning agent into the stain with the towel or sponge. Be sure not to rub or brush the stain, because this could cause the stain to spread.
- . Work from the outer portion of the stain inwards.
- . After the stain/spill is removed, rinse the area with clean water. A sponge can be used for sponging on water.
- . Absorb the excess moisture with a towel. After the excess moisture is removed, place a clean towel on the area, then place a heavy object, such as books, on top of the towel to help in the absorption process.
- . Keep the weight on the towel overnight.

Concept - Spotting Solution Suggestions

- A. Concentrated Detergent (liquid or powder) & Water Solution = 2 teaspoons of detergent to 2 cups of warm water.
- B. Ammonia & Water Solution = 2 tablespoons of ammonia to 1 cup of water.
- C. White Vinegar (or Acetic Acid) = 2/3 cup of white vinegar to 1 1/3 cup of water.

Concept - Spotting Recommendations

BEER-Blot up excess, sponge with detergent solution, blot with cloth, sponge with water. If traces remain, sponge with white vinegar solution, blot with cloth. If traces still remain, sponge with dry cleaning solvent.

BLOOD-Blot up excess, sponge with cold water, blot with cloth, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. Repeat if necessary.

BUTTER-Scrape and blot up excess, sponge with dry cleaning solvent, blot with cloth. If traces remain, sponge with detergent solution, blot with cloth, sponge with water. If it remains, sponge with white vinegar solution.

CANDLE WAX-Scrape up excess wax, blot with a dry-cleaning solvent, blot with cloth. Repeat if necessary.

CANDY-Scrape up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with

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cloth. If stain persists, sponge with dry-cleaning solvent, blot with cloth.

CATSUP-Scrape up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. Repeat if necessary. If any stain remains, sponge with ammonia and water solution, blot with cloth, sponge with water, blot with cloth.

CHOCOLATE MILK or COCOA-Blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If stain persists, apply the ammonia and water solution, sponge with water, blot with cloth. If stain still persists, apply the white vinegar solution, sponge with water, blot with cloth.

COLA-Blot up excess, clean with detergent solution, blot with cloth. Repeat if necessary. If stain persists, apply the ammonia solution, blot with cloth. If stain still persists, apply the white vinegar solution, blot with cloth.

COFFEE-Blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If stain persists, sponge with a dry-cleaning solvent.

COFFEE with CREAM & SUGAR-Blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If stain persists, sponge with white vinegar solution, blot with cloth, sponge with water. If stain still persists, sponge with detergent solution again.

CRAYON-Scrape up excess, sponge with white vinegar solution, blot with cloth. If stain persists, sponge with a dry-cleaning solvent. If stain still persists, sponge with detergent solution, blot with cloth, sponge with water.

EGG-Scrape or blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If stain persists, sponge with ammonia solution, blot with cloth, sponge with water. If stain still persists, sponge with detergent solution again, blot with cloth, sponge with water. If still persists, try a dry cleaning solvent.

FOODS (Greasy)-Scrape or blot up excess, sponge with dry-cleaning solvent, blot with cloth. Sponge with detergent solution, blot with cloth, sponge with water. Repeat if necessary.

FOODS (General)-Scrape or blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If trace remains, sponge with dry-cleaning solvent, blot with cloth.

FRUIT JUICES-Blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If stain persists, sponge with ammonia solution. If stain still persists, sponge with white vinegar solution.

FURNITURE POLISH-Blot up excess, sponge with dry-cleaning solvent, blot with cloth.

GLUE (Plastic base)-Scrape or blot up excess, sponge with detergent solution, blot with cloth, sponge with water. If still persists, sponge with white vinegar solution, blot with cloth, sponge with water.

GREASE-Scrape up excess, sponge with dry-cleaning solvent, blot with cloth.

GUM-Scrape up excess (may be easier if chilled first with ice cube or aerosol gum remover). Sponge with dry-cleaning solvent, blot with cloth, repeat if necessary.

Concept - Spotting Recommendations

ICE CREAM-Scrape or blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If traces remain, sponge with ammonia solution, blot with cloth, sponge with water. If traces still remain, sponge with white vinegar, blot with cloth, sponge with water. As a last try, sponge again with detergent solution.

INK-Blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If trace remains, sponge with ammonia solution, blot with cloth, sponge with water, blot with cloth.

IODINE (Tincture)-Blot up excess, sponge with detergent solution, blot with cloth. If stain persists, sponge with dry-cleaning solvent, blot with cloth, sponge with water, blot with cloth. If stain still persists, sponge with white vinegar solution, blot with cloth, sponge with water, blot with cloth.

LIPSTICK-Scrape up excess, sponge with white vinegar solution or detergent solution, blot with cloth, sponge with water, blot with cloth. If stain remains, sponge with dry cleaning solvent.

LIQUOR-blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If stain persists, sponge with white vinegar solution, blot with cloth. Repeat if necessary.

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MUSTARD-Scrape up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. Repeat if necessary. If trace persists, sponge with white vinegar solution, blot with cloth, sponge with water, blot with cloth. If stain still persists, sponge with detergent solution again, blot with cloth, sponge with water.

NAIL POLISH-Scrape or blot up excess, sponge with white vinegar solution, blot with cloth. If stain persists, sponge with nail polish or acetone, blot with cloth, sponge with water, blot with cloth. If stain still persists, sponge with detergent solution, blot with cloth, sponge with water. As a last try, sponge with ammonia solution.

PAINT (Latex)-Scrape or blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If traces remain, sponge with ammonia solution, blot with cloth, sponge with water. If paint has dried, professional attention is recommended, although a paste type paint remover followed by dry-cleaning solvent and then detergent can be tried.

PEPTO BISMAL-Blot up excess, sponge with dry-cleaning solvent, blot with cloth. If traces remain, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth.

RUST-Scrape up excess, sponge with detergent solution, blot with cloth, sponge with water. Repeat if necessary. If stain is old, professional attention may be necessary.

SALAD DRESSINGS-Blot up excess, sponge with dry-cleaning solvent, blot with cloth. If spot persists, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. If stain still persists, sponge with white vinegar solution, blot with cloth, sponge with water.

SHOE POLISH-Blot up excess, sponge with dry cleaning solvent, blot with cloth, sponge with water, blot with cloth. If trace still persists, sponge with paint remover without oil solution, blot with cloth, sponge with water, blot with cloth. If stain still persists, sponge with dry cleaning solvent again. Then try detergent solution.

TEA-Blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth, sponge with white vinegar solution, blot with cloth.

URINE-Blot up excess, sponge with detergent solution, blot with cloth, sponge with water. Sponge with ammonia solution, blot with cloth. If still persists, sponge with white vinegar solution, blot with cloth, sponge with water.

VOMIT-Scrape and blot up excess, sponge with detergent solution, blot with cloth, sponge with water, blot with cloth. Repeat if necessary.

WATER COLOR PAINTS-blot up, sponge with detergent solution, blot with cloth, sponge with water.

Concept - Spotting Chart

The spotting chart highlights a few procedures and recommendations for removing typical spills and stains.

The one thing you should always keep in mind when spotting is NOT to over wet. Excessive soaking with solvent can cause rings on the carpet surface and water alone can cause a brown or yellow stain. Soak up excess water with a towel or tissue.

Spot cleaning is an important phase in the overall carpet cleaning maintenance program. And, when correctly performed, it can provide a high level carpet appearance.

When spotting, blot up as much of the liquid as possible with a thick, absorbent towel, exerting all of your weight. The weight of your body will allow the towel to absorb more liquid. Repeat this procedure several times, turning the towel to a dry place each time. Never rub spots, always blot. This keeps the spot from spreading.

Always rinse with clear water. And, always be sure to get as much of the moisture out of the carpet as possible.

Concept - Impossible Stains

For those stains that seem to be impossible to get out of carpeting, such as fruit punch or Kool-Aid, Betadine,

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etc., there are products on the market today that claim to easily remove these stains. If you find a stain that seems impossible to get out, consult with your Sanitary Supply Distributor so that he/she can recommend such a product.

Concept - Training Record

All employees are requested to sign their Training Record.

Its Importance is as follows...

- a. Required by most regulatory agencies.
- b. Helps us insure that the employee is being given the attention they need to become an ACTIVE team member.

This training is designed primarily for: EVS Tech 1