



MAINTENANCE CHECKLIST

Identify and Address All Sources of Soiling

1. Parking lots / Entrances
2. Transition areas (hard surface to carpet)
3. Food service areas
4. Restrooms / Water coolers

Entry Mats (Keep Dirt Outside)

1. Two mat categories
 - Soil removal - brush soil from shoes and can hold large amounts of dirt
 - Absorbent mats - used inside to prevent moisture from getting on the carpet
2. 12 to 15 feet of matting is ideal
3. **Keep mats clean**

Vacuuming is the Most Significant Element in Your Maintenance Program

1. 80 to 85 % of dry soil can be removed by proper vacuuming
2. Select Vacuum cleaners certified in the Carpet and Rug Institute's **Seal of Approval** (SOA) Vacuum Program (carpet-rug.org)
3. Commercial, dual-motor upright, top-loading vacuums are recommended
 4. Example - Windsor's Versamatic Plus (windsorind.com)
5. Maintain working condition of vacuums with special attention to the bag (empty when half full)

Prompt Attention to Spots and Spills is Essential

1. 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** (carpet-rug.org).
2. Use solvent spot removers for oil/grease (petroleum-based spots). Solvent gels preferred.
3. Use specialty products (proschoice.com) for set stains with 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 counter rotating brush machines. **Always pre-vacuum.** *NOTE: Hot water extraction recommended after every 3rd 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.**

4. Examples of equipment :

- ▣ Truck mount units maintain higher pressure and temperature
- ▣ High Flow Extractors - **Steamin Demon**
- ▣ Portable box and wand – minimum 200 psi 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

Traffic Level	Vacuum	Spot Removal	Interim Cleaning (Appearance management)	Hot Water Extraction
Light <ul style="list-style-type: none"> • Private offices • Cubicle 	2 + times per week	As needed	As needed	1 time per year
Moderate <ul style="list-style-type: none"> ▣ Shared offices ▣ Secondary hallways ▣ Conference rooms ▣ Classrooms 	1+ times per week	As needed	As needed	2 times per year
Heavy <ul style="list-style-type: none"> • 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
Extra Heavy ** Common entrances in severe climates 2. Cafeterias / food service areas 3. 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.

Shaw Corporate Resources for Maintenance Questions

Technical assistance through Customer Connect at 800.241.4014 or contact charles.rollins@shawinc.com or 706-275-2971 cindy.sayre@shawinc.com or 706-275-2215