



- 3 All Purpose Cleaner
- 5 Carpet Care
- 9 Specialty Cleaner



The Clean Carpet manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated Clean \(\sigma \) cards should be used as routine-cleaning checklists to reinforce these proper procedures.

Clean√'s Carpet procedures organize the work into the proper sequence for maximum efficiency.

Routine Carpet Maintenance

Routine carpet maintenance is important in the removal of dirt and soils from the surfaces as well as lengthening time in between more intensive procedures such as Carpet Extraction and Bonnet Cleaning.

Vacuuming

STEP ONE:

Gather Supplies

STEP TWO:

Vacuum Edges

STEP THREE: Vacuum Carpet

STEP FOUR:

Clean and Return Equipment to Storage Area



Step One

Gather supplies



Your first step is to gather all necessary cleaning products and tools. For routine cleaning, these items include...protective eye wear, gloves, clean cloths, vacuum, and products such as Contempo H2O2 Spotting Solution, and the Contempo Deluxe Spotting Kit.

Anytime you clean with chemicals, you must use personal protective equipment, as directed on the Material Safety Data Sheets, or MSDS, for the cleaning products being used.



Step Two

Vacuum edges



Use your vacuum and attachments to vacuum along baseboards. Pick up any large debris by hand.





Vacuum carpet



When vacuuming, start at the section that is the farthest into the area from the doorway or entry, then work your way back out of the area. Vacuum in a consistent, linear pattern. Make sure to cover the entire area. You will need to spend more time on high-traffic or heavily soiled areas, including picking up any remaining visible debris by hand.

Step Four

Clean and return equipment to storage room



Finally, if no spot/gum removal needs to take place, clean your equipment and return it to its proper storage place.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



Spot/Gum Removal

The best time to remove spots is the day you see them... after your vacuuming procedure. It is important to remove carpet spots as soon as possible. When a spill or spot sets long enough to change the color of the material it is on it becomes a stain. The only difference between a spot and a stain is time.

Carpet Spot Treating

STEP ONE:

Select Spotter

STEP TWO:

Blot

STEP THREE:

Apply Spotter

STEP FOUR:

Blot and Rub

STEP FOUR:

Spray and Blot

STEP FOUR:

Flush Away



5 Step One

Select spotter



It is important to remove carpet spots as soon as possible. First, identify the substance then select the most appropriate spotter for the job. Follow directions on the product's label.



Blot



Blot up the spot with a white absorbent cloth.



5 Step Three

Apply spotter



Apply appropriate product to the spot, but do not over wet the carpet.

Step Four

Blot and rub



To keep the spot from spreading, blot and rub the spot from the outside edge toward the center.

5 Step Five

Spray and blot



Spray again, let set. Blot again with absorbent cloth.

Step Six

Flush Away



Flush away the remaining spray with water, using a trigger sprayer. Blot dry.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



Gum Removal

STEP ONE:

Scrape

STEP TWO:

Freeze Remaining Gum

STEP THREE:

Remove Frozen Matter

STEP FOUR:

Vacuum



Step One

Scrape



Use a scraper to remove as much of the substance as possible.

5 Step Two

Freeze remaining gum



Spray with Spartan's Chewing Gum Remover, holding the can at a 45-degree angle and using short, quick bursts until the substance is frozen solid.

Step Three

Remove frozen matter



Chip and scrape off frozen matter using a bone knife or scraper. Repeat these steps, if necessary, to remove all matter from the floor.

Step Four

Vacuum



Use your vacuum accessories to remove all matter from the floor.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



Periodic Cleaning

Depending on the amount of foot traffic, you will want to periodically clean carpeted areas. Before you begin either Carpet Extraction or Bonnet Cleaning perform routine carpet maintenance.

Carpet Extraction

STEP ONE: Perform Complete Vacuum and Spot/ Gum Procedures

STEP TWO: Gather Supplies and Apply Personal Protective Equipment

STEP THREE: Prepare Sprayers and Fill Extractor

STEP FOUR: Add Defoamer

STEP FIVE: Remove Furniture and Place "Wet Floor" Signs

STEP SIX: Pretreat Heavy Traffic Areas

STEP SEVEN: Spray Area STEP EIGHT: Extraction

STEP NINE: Clean and Return Equipment to Storage Room

STEP TEN: Replace Furniture and Remove "Wet Floor" Signs

Step One

Perform complete vacuum and spot/aum procedure

Before beginning carpet extraction, you should perform vacuuming and spot treating as seen in the previous pages of this section.



Step Two

Gather supplies and apply personal protective equipment



For extraction cleaning, gather any necessary products and tools, these items include...protective eye wear, gloves, foot wear, clean cloths, carpet extractor, pump-up sprayers, vacuum, "Wet Floor" signs and all required carpet cleaning products.

Anytime you clean with chemicals, be sure that you use personal protective equipment, as directed on the Material Safety Data Sheets, or MSDS, for the cleaning products being used.



5 Step Three

Prepare sprayers and fill extractor



Fill your sprayers with the properly diluted Spartan pre-treatment and extraction products of your choice.

Fill extractor with warm water only.

Then you are ready to move to the space that needs cleaning.

5 Step Four

Add Defoamer



Next, add Spartan Defoamer to the vacuum hose or recovery tank as directed on the product label and attach hoses.

Step Five

Remove furniture and place "Wet Floor" signs



Remove any portable furniture that may be in the way. Be sure to use safe lifting procedures. Place "Wet Floor" signs at entrances and where carpet and hard floor meet.

5 Step Six

Pretreat heavy traffic areas



Pre-treat traffic lanes and soiled areas using a pump up sprayer and Spartan pre-treatment

5 Step Seven

Spray area



Lightly spray entire area to be treated with the extraction product solution.



5

Step Eight

Extraction



Start the extraction and rinsing process in the corner farthest from the door and work backward toward the door.



Feed the solution as you move backward. Release the lever before you reach the end of the pass and pull the wand or unit through. This will avoid over wetting the carpet.

Make four or five passes on the carpet in a 3 foot by 5 foot area.

To extract excess moisture, go back over the area with the extractor wand or unit and the solution valve closed. Continue extracting the rest of the carpet. Rinse carpet again as directed and if necessary.

Step Nine

Clean and return equipment to storage room



Clean and return your equipment, making sure to thoroughly rinse and clean the extractor recovery tank.

Step Ten

Replace furniture and remove "Wet Floor" signs



Remove and store "Wet Floor" signs when the carpet is dry. Replace any furniture that you moved.

NOTE: Extraction machines never remove all moisture and detergent. To prevent resoiling, you should use Spartan Tannin and Browning Solution to neutralize any detergent build up every 8-10 times you clean carpets.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



Bonnet Cleaning

STEP ONE:

Perform Complete Vacuuming and Spot/Gum Procedures

STEP TWO:

Gather Supplies and Apply Personal Protective Equipment

STEP THREE:

Prepare Sprayer Pump or Solution Tank

STEP FOUR:

Remove Furniture and Place "Wet Floor" Signs

STEP FIVE:

Spray Area and Bonnet Clean

STEP SIX:

Clean and Return Equipment to Storage Area

STEP SEVEN: Replace Furniture and Remove "Wet Floor" Signs



Step One

Perform complete vacuum and spot/gum procedure



Before beginning carpet extraction, you should perform vacuuming and spot treating as seen in the previous pages of this section.

Step Two

Gather supplies and apply personal protective equipment



Gather any necessary products and tools, these items include... protective eye wear, gloves, clean foot wear, clean cloths, floor machine, drive assembly, bonnets, pump-up sprayer, vacuum, "Wet Floor" signs and your choice of Spartan's carpet cleaning products.

Anytime you clean with chemicals, be sure that you use personal protective equipment, as directed on the Material Safety Data Sheets, or MSDS, for the cleaning products being used.

5 Step Three

Prepare sprayer pump or solution tank



Using your dispenser for accurate measure fill the pump up sprayer or place product in solution tank with your chosen Spartan carpet cleaning product.



Step Four

Remove furniture and place "Wet Floor" signs



Remove any portable furniture that may be in the way. Be sure to use safe lifting procedures. Place "Wet Floor" signs at entrances and where carpet and hard floor meet.

5 Step Five

Bonnet clean



Begin product application by spraying a 10 foot by 10 foot area. Allow it to set for 5 to 10 minutes or as directed specifically on the product label.

Spray the bonnet and place the bonnet on the machine. Treat the adjoining 10 foot by 10 foot section so that the product can do its work while you are cleaning the first area.



Adjust the handle on the 175 RPM machine and align handle with hip. Loop the cord thru your belt or attach cord to a belt clip and run bonnet back and forth over lapping each pass.

Repeat this process until the entire area is clean. Turn bonnet as necessary.

Step Six

Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your vacuum and spot treating cloths;
- •Rinse out or wash wet bonnet; and
- Empty and rinse the sprayer pumps or solution tanks.



Step Seven

Replace furniture and remove "Wet Floor" signs

Remove and store "Wet Floor" signs when the carpet is dry. Replace any furniture that you moved.

NOTE: Extraction machines never remove all moisture and detergent. To prevent resoiling, you should use Spartan Tannin and Browning Solution to neutralize any detergent build up every 8-10 times you clean carpets.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





Hazard Communication Training

GHS Modified Hazard Communication Training

BloodBorne Pathogen Standard Training





Purpose of Hazard Communication Laws

Personal Protective Equipment

Material Safety Data Sheets

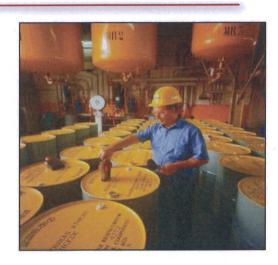
Labels



Your company, its suppliers and the government are all working together to protect you. Remember, the only person who can keep you safe, every day, is YOU. Take the time to learn about all the products with which you work and how to handle them safely. Here are some helpful resources and information for you to be safe in the work place.

Purpose of Hazard Communication Laws

Workers have a right-to-know the identities and hazards of chemicals they work with and around under conditions of normal use or in reasonably foreseeable emergencies.



Hazard Communication Standard 29 CFR 1910.1200

Workers must be informed in five ways:

- 1. Through a written Hazard Communication Program (HAZCOM)
- 2. Inventory of chemicals, maintained by a designated person.
- 3. Material Safety Data Sheets (MSDS)
- 4. Explanation of Chemical Labeling
- 5. Effective training of chemical hazards



HAZCOM Objectives

- Make you aware of your workplace hazards.
- •Teach you safe methods of handling the products.
- Document your HAZCOM program.
 - Inform you of the labeling requirements and your responsibility.
 - Inform you of the location of the MSD Sheets in your work area.

Components of the HAZCOM Program

- Written HAZCOM Program
- MSDS (Material Safety Data Sheets)
- Proper Chemical Labeling
- PPE (Personal Protective Equipment)
- Employee Training

Personal Protective Equipment

Certain safety equipment is required or recommended to be worn when handling chemicals. Types of Personal Protective Equipment include:



Gloves



Shoe Covers/Boots



Eye Protectors



Respirator



Material Safety Data Sheets

Your company, its suppliers and the government are all working together to protect you. Remember, the only person who can keep you safe, every day, is YOU. Take the time to learn about all the products with which you work and how to handle them safely.

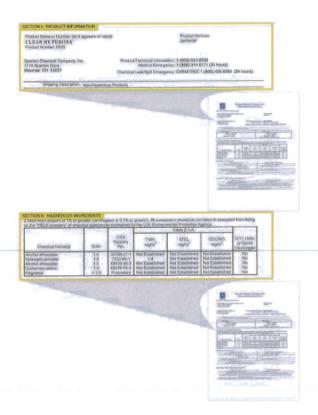
Each MSDS is required to contain standard information to fully inform you about the product, its manufacture, hazards to which you may be exposed, what precautions you should take to protect yourself and how to treat an individual who is exposed. Each Section will be reviewed below.

Section I: Product Information

This section identifies the product name and the contact information.

Section II: Hazardous Ingredients

This section identifies any hazardous ingredient, the occupational exposure limit (OEL), if any, and whether or not the ingredient causes cancer.





Section III: Physical Data

This section describes what the product looks like, smells like, whether it is a gas, liquid or solid, its pH, thickness, and percent of solids.

Boiling Point: 210,212+F	Vepor Pressure: Undetermined		
Vapor Density (AIR = 1): Unknown	Solubility in Water. Complete		
plf. Undisted: 2.1-3.0 Disted 164: 3.0-4.0	Specific Gravity (H,G×1): 1.014		
Evaporation Rate (but,ace.=1): <1	Percent Solid by Weight: 5-10		
Physical State: Liquid			
Appearance & Odor: Pale thus liquid, pleasant odor	AND REAL PROPERTY AND REAL PROPERTY.		
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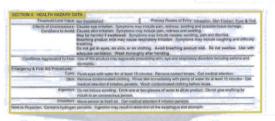
Section IV: Fire & Explosion Data

This section tells you whether the product is flammable and if so, at what temperature does the product ignite and what you should use to extinguish the fire.



Section V: Health Hazard Data

This section describes what happens if you get the product in your eyes, on your skin, breathe it in, or ingest it. It also provides the emergency and first aid procedures to use as well.



Section VI: Reactivity Data

This section describes what happens if you should accidently mix this chemical with another chemical.

Stability: Stable	1 Incompatible Unwards Marrier many force proper materials
Section 2 20200	Incomposible Manestats: Metals; metal fors; organic materials; hypochlories and oxidizable materials.
tazardous Decomposition Products: Oxygen, CO, CO2	Hazardous Polymerization: Wit Not Occur
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Section VII: Spill or Leak Procedures

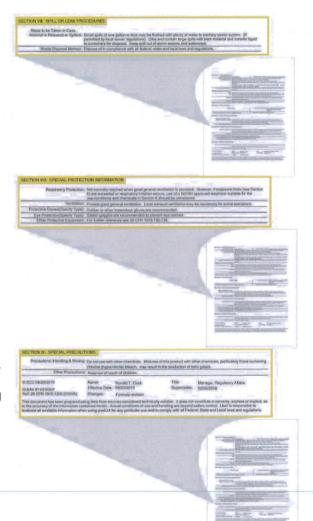
This section describes what you should do if the container begins to leak.

Section VIII: Special Protection Information

This section tells you what personal protective equipment (PPE) is recommended to safely handle the product.

Section IX: Special Precautions

This section lists any special precautions that were not listed in previous sections including such things as special handling and special storage conditions.





Labels

All Containers MUST be properly labeled, including spray bottles. Spartan product labels have: product name, manufacturer's name, manufacturer's address, directions for use and physical precautions

Product Name



Manufacturer's Name

Manufacturer's Address



Directions for use

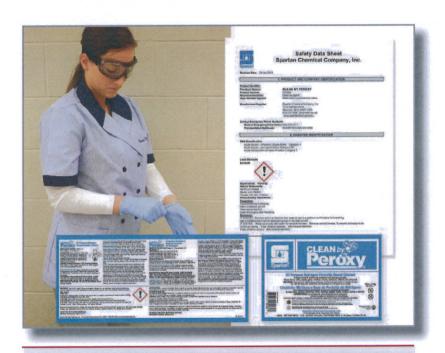
Physical Precautions



Secondary Labels

- Secondary labels must be applied to all containers by the person who transfers the chemical into the container.
- If you come across a container that contains a chemical and it is not labeled with a secondary label, take it to your supervisor.





Purpose of Hazard Communication

Personal Protective Equipment

Safety Data Sheets

Labels



Prologue:

GHS Modified HAZCOM

 In 1983, OSHA in an effort to increase safety in the workplace introduced the Chemical Hazard Communication Program or HAZCOM. In 2012, OSHA modified HAZCOM to conform to the "United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS)." The standard changes the look and information order of your OSHA approved labels and Safety Data Sheets.

Important Dates to Remember

- By December 1, 2013 must train employees regarding the new label elements and safety data sheet format.
- By June 1, 2015 chemical manufacturers, importers, distributors, and employers shall be in compliance with all modified provisions, except:
- After December 1, 2015 the distributor shall not ship containers labeled by the chemical manufacturer or importer unless the label has been modified to comply.
- By June 1, 2016 all employers shall update all alternative labels, their HAZCOM program and provide effective employee training for all employees at time of their initial assignment and whenever a new chemical is introduced to the work area.
- Source Code of Federal Regulations 1910.1200

Major New Elements of GHS

- Hazard Classification: Defined: to identify the relevant data regarding the hazards of a chemical; review those data to determine the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical. In addition, where appropriate the degree of the hazard will be determined by comparing the data with the criteria for health and physical hazards.
- Pictograms: is a symbol, with a border, and a background intended to share specific information about the hazards of a product.



Example: corrosive



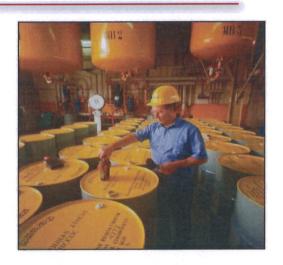
- Signal Word: a word used to indicate the relative level of severity of hazard and alert the reader to the potential hazard on the label. The two signal words for the standard are:
 - danger (more severe)
 - warning (less severe)
- Hazard Statements: a statement assigned to a hazard class and category that describes the nature of the hazard. Example: "May cause eye irritation."
- Precautionary Statements: A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage, or handling. Examples include:
 - Prevention; wear eye protection
 - Response; rinse cautiously with water
 - Storage; store in a well ventilated area
 - Disposal; Dispose of contents/ container to an approved waste disposal plant



Your company, its suppliers and the government are all working together to protect you. Remember, the only person who can keep you safe, every day, is YOU. Take the time to learn about all the products with which you work and how to handle them safely. Here are some helpful resources and information for you to be safe in the work place.

Purpose of Hazard Communication

Workers have a right-to-know the identities and hazards of chemicals they work with and around under conditions of normal use or in reasonably foreseeable emergencies.



Hazard Communication Standard 29 CFR 1910.1200

Workers must be informed in five ways:

- 1. Through a written Hazard Communication Program (HAZCOM)
- 2. Inventory of chemicals, maintained by a designated person.
- 3. Safety Data Sheets (SDS)
- 4. Chemical labeling
- 5. Effective training of chemical hazards



HAZCOM Objectives

- Make you aware of your workplace hazards.
- •Teach you safe methods of handling the products.
- Document your HAZCOM program.
 - Inform you of the labeling requirements and your responsibility.
 - Inform you of the location of the Safety Data Sheets in your work area.

Components of the HAZCOM Program

- Written HAZCOM Program
- •Safety Data Sheets (SDS)
- Proper Chemical Labeling
- Personal Protective Equipment (PPE)
- Employee Training

Personal Protective Equipment

Certain safety equipment is required or recommended to be worn when handling chemicals. Types of Personal Protective Equipment include:



Gloves



Shoe Covers/Boots



Eye Protectors



Respirator



Safety Data Sheets

Your company, its suppliers and the government are all working together to protect you. Remember, the only person who can keep you safe, every day, is YOU. Take the time to learn about all the products with which you work and how to handle them safely.

Each SDS is required to contain standard information to fully inform you about the product, its manufacture, hazards to which you may be exposed, what precautions you should take to protect yourself and how to treat an individual who is exposed. Each section will be reviewed below.

Section I: Product and Company

This section identifies the product name, the company contact information, responsible party, emergency phone number, as well as other ways to identify the product.



Section II: Hazardous Ingredients

Identifies GHS acute toxicity classifications by category. Includes label Elements:

Symbols, signal words, hazard statements, precautionary statements, and hazards not other wise classified.







Section III: Composition/Information on Ingredients

Except for trade secrets includes chemical name, common name, Chemical Abstract Service (CAS) number, and the concentration.



Section IV: First Aid Measures

Describes what should be done if you get this product in your eyes, on your skin, breathe it in, or ingest it. Describes the most important symptoms/ effects.



Section V: Fire-Fighting Measures

Identifies what extinguising media should or shouldn't be used, specific hazards arising from the combustion of the product protective equipment fire-fighters should use.





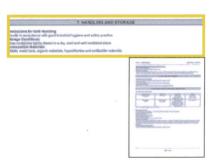
Section VI: Accidental Release Measures

Covers personal precautions, protective equipment, emergency procedures, and methods to contain and clean up a spill.



Section VII: Handling and Storage

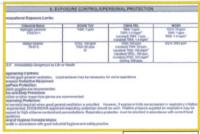
Precautions for safe handling, how to store, and incompatable materials.



Section VIII: Exposure Controls/Personal Protection

Describes chemicals exposure limits (PEL & TLV).

Appropriate engineering controls, and personal protective equipment (PPE) recommended to safely handle the product.







Section IX: Physical and Chemical Properties

Describes both the physical and chemical properties including: appearance, odor, odor threshold, pH, melting/freezing point, boiling point, flash point, evaporation rate, flammability limits (upper and lower), vapor pressure and density, salubility, auto ignition temperature, decomposition temperature, and viscosity.



Section X: Stability and Reactivicty

Describes chemical stability, possible chemical reactions, conditions to avoid, incompatable materials, and hazardous decomposition products.





Section XI: Toxicological Information

Description of the carious health effects and data used to identify: Routes of exposure, symptoms, immediate or delayed effects from exposure, numerical measures of "toxicity" and chemicals listed as carcinogens.







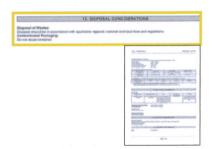
Section XII: Ecological Information

Ecotoxicity, persistence, and degradablility, bioaccumulative potential, mobility in the soil, other adverse effects (such as hazardous to the ozone layer).

	12. EC	OLOGICAL INFORMA	TION		
Controlicity					
Chamital Name	Algor/Aquels Please	Fish	Testicity to Microsegueicosa	Crustative	
Hydrogen peoplite 7723-84-1	2.9.17.5 Cricrate volgans, mgA 8/09	16.4 953 Finisphares pransitis regi, L(39 13-56) 36 h Lapartis miscrafilliss regit, L(30 state 13.5 35 d 3914 Growkynchus myllio regit, L(30 state)	Not Audicin	77: 34.9: Daglarce map mgA, 6003:18:-32:-65 Daglaria magas rap\$ 61 State	
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Section XIII: Disposal Considerations

Description of waste residues and their safe handling, methods for safe disposal. Disposal of any contaminated packaging.



Section XIV: Transport Information

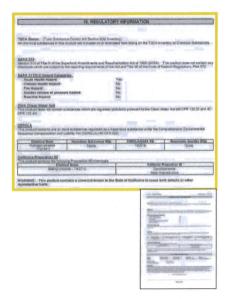
UN number, UN name, transport hazard class, packaging group, environmental hazards, transport in bulk, and special precautions for handling during transport.





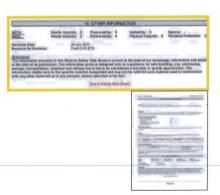
Section XV: Regulatory Information

Safety, health, environmental regulations specific for the product. May include federal, state, and international data.



Section XVI: Other Information

Date of preperation or last revision. Voluntary information including HMIS and disclaimer.





Labels

Under the GHS Modified OSHA Hazard Communication program, Spartan Chemical labels include the following components: Product Identifier or Name, Signal Word or Words, Related Hazard Statements, Pictograms, Precautionary Statements, Company Name, Company Address, and Phone Number. In addition Spartan has also included the Directions for Use.







Labels

Under the GHS Modified OSHA Hazard Communication program, Spartan Chemical labels include the following components: Product Identifier or Name, Signal Word or Words, Related Hazard Statements, Pictograms, Precautionary Statements, Company Name, Company Address, and Phone Number. In addition Spartan has also included the Directions for Use.





Precautionary Statement Company name, address, and phone number

Pictogram



Secondary Labels

- •Secondary labels must be applied to all containers by the person who transfers the chemical into the container.
- •If you come across a container that contains a chemical and it is not labeled with a secondary label, take it to your supervisor.





About OSHA and "The Standard"

Exposure Control Plans

Identify, Implement and Ensure Universal Precautions & Controls

Provide Personal Protective Equipment

Covered Pathogens & Vaccination Requirements

Post-exposure Evaluation & Follow-up

Labels & Signs

Information & Clean Up Procedures

Maintain Records



Bloodborne Pathogens Standard

When it comes to Safety Training, it is important to cover the OSHA Bloodborne Pathogens Standard. This Cleancheck safety training program provides in-depth coverage for the standard -- broken down into nine topics, which enables users to control the pace of the training module.



These topics are:

- 1. About OSHA and "The Standard"
- 2. Exposure Control Plans
- 3. Identify, Implement and Ensure Universal Precautions & Controls
- 4. Provide Personal Protective Equipment
- 5. Covered Pathogens & Vaccination Requirements
- 6. Post-exposure Evaluation & Follow-up
- 7. Labels & Signs
- 8. Information & Clean Up Procedures
- 9. Maintain Records