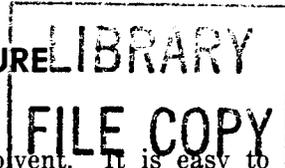


MAINTENANCE OF OFFICE FURNITURE



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1. GENERAL

1.01 This section describes the procedures and materials used in cleaning and polishing all types of wood and metal office furniture, including metal trim, linoleum and plastic desk tops, glass panels, and upholstery. It includes the use of disposable cloths and describes the methods for covering minor scratches on the finish of wood furniture. Also described is a method that will, in most cases, remove white spots on a varnished finish caused by water or heat from cups or dishes. These methods are included so that the appearances may be improved and the need for expensive refinishing may be deferred or eliminated.

1.02 This section is issued to replace former Section 770-170-302, "Cleaning and Polishing Wood and Metal Furniture." Whenever this section is reissued, the reason for reissue will be given in this paragraph.

1.03 It is recommended that furniture polish be applied to all new wooden pieces of furniture before they are placed in service to minimize subsequent maintenance.

1.04 Office furniture requires washing and polishing at infrequent intervals. Daily dusting is covered in Section 770-130-010.

1.05 Bell System Furniture Polish consists essentially of wax, plasticized with silicones

in a petroleum solvent. It is easy to apply and produces a hard, ~~lasting, glossy finish~~ on wooden materials, making routine dusting easier. Because the polish leaves a residual film, the surface of the furniture is protected from soiling and light abrasions. As a result, the interval between washings and the need for refinishing are greatly reduced.

2. SAFETY

2.01 Check carefully to see that no splintered edges are evident on wood furniture and that no sharp edges or metal projections exist on metal furniture.

2.02 Any defective, broken, or loose parts of furniture or any hazardous condition observed while cleaning furniture should be reported promptly to the supervisor. Also report improper or defective furniture footings which may damage the floor.

2.03 Bell System Furniture Polish is classed as a combustible mixture. Do not use it near an open flame. Do not smoke while using the polish.

3. EQUIPMENT AND SUPPLIES

3.01 The following equipment and supplies are required:

- Plastic spray bottle
- Bell System Powdered Soap
- Pail, 2-compartment (for cleaning solution and rinse water)
- Utility cloths or disposable cloths
- Sponges (2)
- Bell System Liquid Furniture Polish
- Bell System C-7 Multi-Purpose Cleaner
- Small hand brush.

4. CLEANING

4.01 Soiled wood furniture, having a varnished finish, is cleaned by washing with a solution of one tablespoon of Bell System Powdered Soap to a pail (approximately 5 quarts) of warm water. This solution may also be used for cleaning linoleum and laminated plastic desk tops. The washing is done by immersing a clean sponge in the soap solution, partially wringing it out, and rubbing the surface with the sponge, applying pressure at points excessively dirty until the entire surface is uniformly clean. Avoid applying excessive amounts of the solution. When the surface has been cleaned, wipe it partially dry with another clean sponge which has been immersed in the clean rinse water and wrung as dry as possible. The surface should then be wiped dry with a clean utility or disposable cloth. Always clean and wipe with the grain of the wood.

4.02 If the soap solution fails to remove the soil, C-7 Multi-Purpose Cleaner will generally remove it. Dilute the C-7 10:1 (10 parts water to 1 part C-7). Spray the solution on the surface to be cleaned and immediately rub it with a clean damp sponge, using only enough pressure to remove the soil. Then wipe the surface thoroughly dry with a clean utility or disposable cloth. This method may be used on wood, linoleum, and plastic surfaces. After cleaning wood surfaces, furniture polish should be applied when the surface has thoroughly dried. (See Part 5, POLISHING.)

4.03 Painted or enameled metal furniture may be cleaned by simply spraying on a 10:1 solution of the C-7 cleaner and wiping with a clean utility or disposable cloth.

4.04 To clean the glass in bookcases or office door windows (or any glass surface), spray a 40:1 solution of the C-7 cleaner (40 parts water, 1 part C-7 cleaner) and wipe dry with a clean utility or disposable cloth.

4.05 Leather upholstery is cleaned by spraying the surface with a solution of 10:1 C-7 cleaner (10 parts water, 1 part C-7 cleaner) and rubbing gently with a hand brush to remove the grime in the creases of the leather. Wipe dry with a clean utility or disposable cloth. This operation may have to be repeated in stubborn cases on dirty leather seats, armrests, and backs of chairs. After the dirt has been removed, a cloth moistened

with the furniture polish should be used to wipe the leather, leaving a thin film of polish on the surface. Allow to dry, then wipe with a clean utility or disposable cloth to remove any residue.

4.06 Synthetic leather upholstery composed of rubber base or vinyl material should be cleaned and treated as in 4.05. Foam-type upholstery cleaners are available for fabric-upholstered furniture. These cleaners may be purchased locally. Follow the manufacturers' directions for using them.

5. POLISHING

5.01 Wood office furniture can be maintained in good condition for long periods of time by keeping the surfaces clean and polished. Bell System Furniture Polish should be applied sparingly, using a utility or disposable cloth that has been previously dampened with clean water, wrung out as dry as possible, and then folded into a 6 by 6 inch pad. Apply the polish in a thin, uniform coating over the entire surface.

5.02 After the polish has thoroughly dried (requiring about 5 minutes), buff the surface with a clean, dry utility or disposable cloth. Apply sufficient pressure to get a uniformly smooth polished surface.

5.03 Do not use the buffing cloth after it has accumulated a quantity of wax. Discard the used cloth and use a fresh, dry, clean cloth for best results.

5.04 One application of the polish is usually adequate for all wood surfaces, except those that may have become worn and porous, in which case, several applications may be required.

5.05 It is not necessary to polish metal furniture if the C-7 cleaner is used according to instructions given in 4.02. Any additional polish applied to the painted or enameled metal surface would act only as a dust collector. The furniture polish is used on wood surfaces as a preservative for the wood itself. This is not necessary for metal surfaces.

6. MINOR SCRATCHES ON WOOD FURNITURE

6.01 There are many different types of finishes on various kinds of wood; therefore, there is no universal remedy. However, if a method

can be found to cover minor scratches and delay or eliminate an expensive refinish job, the effort will be worthwhile. Various methods are described in the following paragraphs.

6.02 Scratches on dark finished furniture such as walnut and mahogany often may be covered as follows:

- (1) Spray a 10:1 solution of C-7 Multi-Purpose Cleaner on the surface and wipe dry with a clean utility or disposable cloth. This will remove soil, wax, and gum.
- (2) Fold a clean utility or disposable cloth into a 4- to 6-inch square pad and dampen it with pure raw linseed oil. Apply the linseed oil to the scratched surface in a circular motion. After approximately one-half hour, apply a second coat in the same manner and allow it to saturate the scratches for approximately 1 hour.
- (3) Buff the surface by rubbing briskly with a clean utility or disposable cloth.
- (4) After a few days, apply Liquid Furniture Polish to protect the finish and help to prevent additional scratches.

6.03 Wax sticks, made especially for covering scratches on wood finishes, are available at hardware and other stores. Select the stick to match the finish to be treated and proceed as follows:

- (1) Clean the surface by spraying with a 10:1 solution of C-7 Multi-Purpose Cleaner and wiping dry with a clean utility or disposable cloth.
- (2) Fill the scratch with wax, rubbing in well with a finger. Allow at least 1 hour for the wax to harden.
- (3) Buff the surface with a clean utility or disposable cloth.

(4) Apply Liquid Furniture Polish.

6.04 Another method that has been successful in certain cases involves the use of paste shoe polish. Use the brown shade for walnut, the cordovan shade for mahogany, and the tan shade for light finishes. Proceed as follows:

- (1) Clean the surface by spraying with a 10:1 solution of C-7 Multi-Purpose Cleaner and wiping dry with a clean utility or disposable cloth.
- (2) Apply the shoe polish in the scratches with a small cotton swab.
- (3) Buff the surface with a clean utility or disposable cloth.
- (4) Apply Liquid Furniture Polish.

6.05 To conceal scratches on maple-finished furniture, another method is as follows:

- (1) Clean the surface as in Step (1), 6.03 or 6.04.
- (2) Dilute iodine 1:1 with denatured alcohol and apply in the scratches with a fine brush.
- (3) Apply Liquid Furniture Polish.

6.06 A varnish or shellac finish that has developed white spots or rings caused by action of water or heat from cups or dishes may be treated by the following method:

- (1) Dampen a lint-free cloth, such as flannel, with spirits of camphor or essence of peppermint and daub lightly on the spot. **Do not rub**, since the camphor or peppermint will soften the varnish or shellac temporarily.
- (2) Let dry, undisturbed, at least 30 minutes; then apply Liquid Furniture Polish.