

## CLEANING AND POLISHING

### WOOD AND METAL FURNITURE

#### 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, and upholstery.

1.02 It is recommended that furniture polish be applied to all new furniture before it is placed in service to minimize subsequent maintenance.

1.03 Office furniture requires washing and polishing only at infrequent intervals. Day-to-day dusting is covered in Section H51.105.1 - Dusting, Damp Cloth Method, and Section H51.105.2 - Dusting, Treated Cloth Method.

1.04 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 that makes routine dusting easier. Because the polish leaves a residual film, the surface of the furniture is protected from soiling and abrasion. As a result, the interval between washings and the need for refinishing is greatly extended.

#### 2. SAFETY

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

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

2.03 The recommended furniture polish is classed as a combustible mixture. Do not use it near fire or open flame.

#### 3. EQUIPMENT AND SUPPLIES

3.01 The following are required:

Powdered soap.  
Pail, two-compartment for cleaning solution and rinsing water.

Utility wiping cloths.

Sponges (natural or cellulose).

Bell System liquid furniture polish.

Bell System liquid automobile polish (optional).

Leather dressing, Lexol (Lexol Corporation, Caldwell, N. J.).

#### 4. CLEANING

4.01 Cleaning soiled wood and metal furniture having varnished, lacquered, painted, or enameled finishes is done by washing with a solution of one tablespoonful of powdered soap to a pail, approximately 5 quarts of water, preferably warm. This solution is used also for cleaning linoleum and plastic desk tops. The washing is done with a sponge which has been immersed in the soap solution and partially wrung out. Very little solution should be applied to the surfaces to be cleaned. The furniture is washed by rubbing with the sponge, applying pressure at points of excessive soil, until all the surface is uniformly clean. Tenacious soil, on linoleum or plastic surfaces, that is not removed by the soap solution, will generally respond to a light rubbing of the soiled areas with a very light sprinkling of scouring powder applied to the sponge. If the stains are deep seated, it is better not to attempt their removal since excessive rubbing with scouring powder or other abrasive may damage the surface. Any soil on the metal surfaces of steel furniture that resists cleaning with the soap solution may be removed with Bell System liquid automobile polish.

4.02 After washing with the soap solution, the surfaces are rinsed by wiping with a sponge wrung out in clean water, preferably warm. The excessive use of rinse water should be avoided. The rinse water is wiped up in turn with a well wrung sponge and the surface dried with a cloth. All excess water is wiped from the underside of furniture tops, drawer edges and joints, and filing cabinet drawers.

4.03 The liquid solvent of the polish affords some cleaning action and is effective in cleaning lightly soiled areas without washing.

4.04 Genuine leather upholstery is cleaned in the following manner. For the removal of light soil, apply a thin coat of Lexol dressing with a clean cloth and rub the leather briskly

until all dirt is removed. Permit the surface to dry from 10 to 20 minutes, then buff with a clean dry cloth.

4.05 When there are residues from previously used dressings or where an excessively dirty leather is encountered, the surfaces should be cleaned with the soap solution mentioned in Paragraph 4.01, applied with a sponge, and immediately rinsed off with a second clean damp sponge, before the Lexol dressing is applied.

4.06 CAUTION: When washing or using leather dressing for the first time on leather upholstery of unknown finish, it should first be tried on a small and obscure area to assure that the treatment does not remove the color, soften, or otherwise adversely affect the finish. Slight bleeding of color is not considered harmful.

4.07 Synthetic leather upholstery, e.g., Cavalon, Koroseal Fabricoid, Fabrilite, and other brands of rubber base or vinyl materials should simply be washed with the soap solution mentioned in Paragraph 4.01. The solution is applied with a sponge and rinsed with a sponge. The surface is buffed with a clean dry cloth. Lexol should not be used.

4.08 The cleaning procedures of this section are applicable to such table top materials as "Formica," "Textolite," "Micarta," etc. Because of the hard, dense, and highly polished finishes of the above materials, the application of furniture polish is not necessary.

## 5. POLISHING

5.01 Furniture polish should be applied sparingly, using a utility wiping cloth (approximately 12 in. by 24 in.) that has been previously wet with clean water and wrung out as dry as possible, then folded into a 6-in. by 6-in. 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, the surface is buffed with a clean dry cloth. Apply sufficient pressure to get a uniformly smooth polished surface.

5.03 Two cloths should be used for polishing. The first will accumulate wax after a period of use and become unfit to produce the final dry lustrous finish. The final cloth is then substituted for the first polishing cloth and a clean finishing cloth used. Straight rather than circular strokes are preferred for the final buffing of the furniture surface.

5.04 One application of the polish is usually adequate for all surfaces except those that may have become worn and porous. On metal chairs, the furniture polish may be used on the plastic upholstery as well as on the baked enamel and metallic surfaces.

## 6. CARE OF EQUIPMENT

6.01 The cloths used for applying the wax are discarded. They should be placed in a metal container. Those used for buffing may be retained for future use. The pails and sponges are cleaned and returned to their proper storage places.