

SWEEPING, GENERAL

1. GENERAL

1.01 This section describes the procedure for sweeping with floor brushes to remove loose dirt and litter accumulated on floors, stairways, sidewalks, areaways, etc. Smooth floors in buildings are swept by the dustless sweeping methods described in Bell System Practices Sections 770-130-302 and 770-130-303.

1.02 This section is reissued and generally revised to include stairway sweeping, to specify the Palmyra floor brush to replace the corn floor broom and to limit the use of dry sweeping methods to certain specific areas.

1.03 Sweeping as covered in this section is divided into four classifications:

- (a) Light sweeping - for removal of the usual loose dirt and litter from sidewalks, boiler rooms and cable vaults.
- (b) Heavy sweeping - for removal of dirt and debris of a heavier nature that accumulate in garages, outside areas such as driveways and areaways and some storage areas.
- (c) Stairway sweeping - for removal of loose dust and dirt from stairways.
- (d) "Pickup" sweeping - for removal of light random litter from public or other places. It is not intended that pickup sweeping be substituted for regular over-all sweeping but it may be used as a preliminary to or in the course of dustless sweeping.

The (a), (b) and (c) classifications are usually performed on scheduled routines.

1.04 The proper brush should be selected for the sweeping job to be done. A hair floor brush having numerous fine fibres effectively removes fine dirt. For heavy sweeping, the Palmyra floor brush is used. This brush has inner rows of Palmyra, which is sufficiently stiff to move heavy debris, surrounded by outer rows of Tampico, a finer fibre which removes the finer dust and dirt. The Palmyra brush replaces the corn broom. Gum,

tar or other adhesive substances that may be encountered are removed with a putty knife.

1.05 When sweeping, it is important to avoid raising dust which is unsanitary and results in an unsatisfactory job. Dust settles back to the floor and on any flat surface in the area. Use of the proper tool and care in its manipulation rather than the use of sweeping compounds will best achieve the desired results; however, damp sawdust may be used if necessary on coarse concrete floors. Concrete floors which shed dust should be treated with concrete floor hardener as described in Bell System Practices Section 770-265-301, Hardening and Dust-Proofing Concrete Floors.

2. TOOLS

Hair floor brush - 16" or 30".

Palmyra floor brush - 18", 24" or 30".

Lobby brush and lobby dustpan.

Dustpan.

Counter dust brush.

Putty knife.

14 qt. pail.

3. LIGHT SWEEPING - PROCEDURE

3.01 Light sweeping is performed in boiler rooms, cable vaults, on sidewalks, stairways or areas having concrete or asphalt surfaces not adaptable to dustless sweeping.

3.02 The hair floor brush is used for light sweeping. Choice of the 16" or the 30" brush will depend upon the area to be cleaned and the obstructions encountered. The 16" brush is best suited for the more congested areas whereas the 30" brush is more effective for large, unobstructed spaces.

3.03 The handle of the brush is adjusted to the proper angle. The proper angle is such that the bristles set nearly flat on the floor

with the forward bristles slightly off the floor, when the handle is adjusted to a convenient height for the person doing the sweeping. The floor is swept by using moderately long rhythmic sweeping strokes (2-1/2' to 3'). Push strokes are used for the most part but pull strokes will be found necessary to remove dirt from corners and some other spaces. At the end of each stroke, the brush should remain in contact with the floor. It is then lifted a few inches as it is pulled back for the next stroke. Lifting the brush from the floor before completing the stroke will scatter the dirt and raise dust. Some downward pressure should be exerted to augment the weight of the brush for effective removal of more tenacious dirt.

3.04 To obtain maximum effectiveness from each stroke, limit the overlap to not more than two or three inches both at the edges and in the stroke directions.

3.05 Sweeping should ordinarily begin at the point most distant from the exits to the room or area to be cleaned and continued in paths or aisles toward the exits. To save steps in open areas, forward progress is limited usually to one stroke length while moving sideways across the area in each direction. In directing the path of sweeping avoid having the same dirt pass twice over the same area. A counter dust brush is used for sweeping in corners and in other spaces inaccessible with the floor brush.

3.06 When an amount of dirt sufficient to fill a dustpan about one half full is accumulated it is picked up. This avoids the extra strokes required to move the accumulations along. The counter dust brush may be used for sweeping the dirt accumulations into the dustpan.

3.07 Pieces of paper, string, thread, hair and other objects which the brush passes over without moving should be picked up and placed in a convenient wastebasket or dustpan to avoid the extra sweep strokes needed to move this kind of dirt.

4. HEAVY SWEEPING - PROCEDURE

4.01 Heavy sweeping is intended for the removal of coarse debris and heavy dirt accumulations found in warehouses, garages and exterior areas such as driveways and ramps.

4.02 The Palmyra floor brush is used for heavy sweeping. While choice of the 18", 24" or 30" brush depends upon the size of the area to be done and the obstructions that will be encountered, the larger sizes are preferred where adaptable.

4.03 The same procedures are used as for light sweeping except where the surface is rather rough the strokes (2-1/2' to 3' forward movement) are composed of two or three short forward strokes each overlapping the other two or three inches to avoid leaving fine dirt behind. Pressure is required to press the brush fibres sufficiently hard against the surface being cleaned to remove heavy or tenacious dirt.

4.04 Stroke length should be adjusted to avoid raising dust and throwing dirt. Flat pieces of metal or other objects which can not be pushed forward with the brush should be picked up and placed in a convenient receptacle.

5. STAIRWAY SWEEPING - PROCEDURE

5.01 Stairs and landings are swept with the 16" hair floor brush and dirt accumulations are collected in a dustpan and deposited in a 14 qt. pail or other suitable receptacle. Sweeping is started on the top landing and continued down the stairway with the dirt being swept into the dustpan at landings and intermediate landings. Transfer to the dustpan should be more often if accumulation is heavy or if dust is being raised. Care should be taken to prevent sweepings from going off the ends of treads in stairs having open balustrades. Stairways should be swept at sufficient frequency to eliminate accumulations of discarded cigarette and cigar stubs, paper, clips, etc., which may cause accidents. Tools should be placed in the corner of the landings in a safe position and not on the stairs. Special care is taken to avoid being struck by an opening door.

6. PICKUP SWEEPING - PROCEDURE

6.01 Tidying up of lobbies, business offices or other public spaces between routine overall sweepings is done with a lobby brush and lobby dustpan. The dirt is swept into the lobby dustpan with one or two strokes and is not swept along the floor as in regular sweeping. This procedure is performed to catch the casual litter such as pieces of paper, match and cigarette stubs, etc. It is done as required to maintain a consistently clean appearance.

7. CARE OF SWEEPING EQUIPMENT

7.01 It is important that proper care be taken of brushes if full work effectiveness and service life are to be realized. Clean, well-maintained brushes sweep more effectively and with less effort than worn or dirty brushes. The position of the handle on the brush should be reversed weekly to prevent setting of the hair or fibres in one direction which very materially depreciates

the quality and ease of sweeping. Brushes should never be permitted to rest on their sweeping elements when not in use. They should be tapped against the floor in the normal sweeping position for removal of accumulations of dirt rather than to strike the brushes against their sides or ends.

7.02 Brushes soiled with oily or sticky substances should be removed from the head-handle assembly and washed in a solution of two ounces of powdered soap per pail of water, preferably warm. Rinse well with clean water and remove surplus water by shaking with the bristles downward. Reassemble in head-handle assembly and

allow to remain hanging for a few hours with the brush element facing downward. Comb out any matting or tangling with a piece of pointed wood about the size of a pencil.

7.03 Palmyra brushes should be wet with water once or twice a month to maintain pliability and to prevent the fibres from becoming brittle and breaking off.

7.04 For economy, order refill sweeping elements only for the floor brushes unless the head and handle assembly is damaged beyond further use.