



CARPET CARE TRAINING GUIDE

COMMERCIAL CLEANING AND FACILITY SUPPLIES

PRODUCT RECOMMENDATIONS

All-In-One Carpet Cleaners _____

Carpet Spot & Stain Remover _____

Carpet Pre-Spray _____

Pet Stain Remover _____

Odor Eliminator/Counteractant _____

Carpet Extraction Cleaner _____

Carpet Protector _____

Daily carpet cleaning products _____

Accessory items _____

Safety/Personal protection items _____

EQUIPMENT & SUPPLY LIST

CLEANING EQUIPMENT

- Vacuum
- Small hand extractor
- Extraction machine and accessories

CLEANING PRODUCTS

- Carpet cleaner
- Carpet pre-spray
- Carpet spot and stain remover
- Pet stain remover & odor eliminator
- Carpet extraction cleaner
- Carpet protector
- Clean, cold water
- Hot water (for use in extraction machine)

SUPPLIES

- White absorbent wiping cloths
- White paper towels
- Trash bags
- Extra vacuum bags (if applicable)
- Floor fans
- Rounded spoon (to scoop semi-solid waste off carpet if needed)
- Bone scraper
- Dusting cloths/high-dusting cloths
- Bucket for water

PERSONAL PROTECTIVE EQUIPMENT

- Rubber gloves
- Protective eyewear

SUPPLIES TO AVOID USING

- Paper towels with prints or colors
 - Prints from paper towels may transfer ink or dye into damp carpet.
- Cleaning brush with bristles
 - The back and forth motion of bristles from the cleaning brush can cause fraying and texture changes in carpet, which in turn damage the carpet.

CARPET CLEANING PROCEDURES

Vacuum Cleaning Procedures

1. Work from the top to bottom when cleaning. Dust corners of room, blinds, etc. before vacuuming carpet.
2. Thoroughly vacuum area with vacuum cleaner. Move furniture from area to be cleaned. Vacuum corners and crevices where dust builds up.
3. Replace or empty vacuum bags when they reach half to two-thirds full.
4. Vacuum at least once per week. Vacuum high traffic areas daily.

Spot & Spill Cleaning Procedures

1. Absorb the spill:
 - Blot liquids with a white absorbent cloth, until the area is barely damp.
 - Scoop semi-solids off the carpet with a spoon.
 - Do not scrub or use a brush. Bristles can damage carpet and cause fraying.
2. Treat the spot or stain:
 - Pre-treat spots, stains and heavily soiled areas such as traffic areas with appropriate Nyco spotter.
 - Test spotter in an inconspicuous area with white cloth before using. Always follow product directions.
 - Apply a small amount of spotter to a white cloth and blot gently from the edges of the stain to the center. Repeat this action until spot is gone.
 - Once spot is gone, blot the area with cold water to remove remaining solution.

Extraction Machine Cleaning Procedures

1. Mix appropriate Nyco cleaning solution according to directions with hot water in a clean bucket. Pour into solution tank of extraction machine.
2. Carpet extraction cleaning:
 - Turn on machine and depress solution switch.
 - Move extraction machine slowly forward, then backward.
 - Release solution switch and move machine over the cleaned area again to remove residual dirty water and solution.
 - Repeat until water appears clean and is no longer being picked up.
 - Repeat above procedure to clean entire area. Do not over wet carpet.
3. After cleaning, empty the solution and dirty water tanks from the equipment. Rinse clean and allow to air dry.
4. Apply carpet protector to cleaned surfaces. Carpet protector prolongs the appearance of carpet and protects from re-soiling, spots and stains.
5. Allow carpets and rugs to dry before replacing furniture. Use floor fans to dry carpet.

PRODUCTS FOR REMOVING STAINS

Recommended Products for Carpet Stain Removal

STAIN	PRODUCT
Wine, Juice	GO2 (Concentrate)
Blood	GO2 (Concentrate)
Lipstick or Oil Based Cosmetics	T.L.C.
Food or Other Organic Soil	T.L.C.
Coffee or Tea (tannin)	T.L.C.
Ink or Marker	Ink Spot
Chewing Gum	Ink Spot
Industrial Grease	T.L.C.
Pet Urine	Pet Stain Remover
Mud from Shoes	Triad
Unidentified Spot or Stain	GO2 (Concentrate)



CARPET MAINTENANCE

Daily Checklist

PROCEDURE	PURPOSE	EQUIPMENT	CHEMICALS
Vacuum walk off mats and high traffic areas	Reduce amount of dirt/soil which will track onto floor. Prevents dirt from setting into carpet.	Vacuum	N/A
Check for and clean visible spots and stains	Remove carpet stains before they become permanent.	White absorbent cloth	Carpet spot cleaner Clean water
Shake, wash, and vacuum rugs when applicable	Reduce amount of dirt/soil which will track onto floor. All rugs require different cleaning methods. Follow care instructions for specific rug type.	Vacuum, if applicable	Detergent, if applicable

Entrance matting/runners should be changed and/or scrubbed thoroughly at least once per week (more in winter and during inclement weather). When necessary, use a small hand extractor for quick pet accident cleanups. Carpet should be professionally cleaned every 12-18 months. Use mats both outside and inside in order to reduce dirt tracked onto the floor.

Long Term Carpet Maintenance Checklist

PROCEDURE	PURPOSE	FREQUENCY	SUPPLIES
Professional deep clean	Remove dirt/soils embedded into carpet.	Every 12-18 months	Carpet extraction machine Cleaning solution Clean water
Clean carpet using a hand extractor	Quickly remove pet accidents. Do not use a steam cleaner with urine spots. Use a wet-vacuum and cool water to reduce odor.	Intermittently when the need arises.	Cleaning solution Hand extractor Clean water
Apply carpet protectant treatment	Extends the life of carpet and helps to resist soiling. Carpet protectant adheres to carpet fibers and acts as a shield to help repel spills.	Every 18-24 months	Carpet protectant



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