

# West Coast Maintenance Materials Co.

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## How to Remove Spots and Stains

### Tools & Materials Needed:

- A. Small brush
- B. Towels for blotting
- C. Trigger sprayer with clear water

### Products:

- 1. Carpet spotter(s)
- 2. Gloves and goggles

### Procedures:

#### I. Purpose of Removing Spots and Stains

- A. Spots or stains occur when a foreign material is deposited on the carpet.
- B. Spots and stains on the carpet detract from the overall impression of cleanliness at the facility.

#### II. Procedures to Remove Spots and Stains

- A. It is important to remove the stain as soon as possible after it is discovered.
- B. It is also important to identify the stain, if possible, to select the most appropriate spotter for the job.
- C. Test carpet with the carpet stain remover in an inconspicuous area before trying to remove the stain.
- D. To remove the stain:
  - 1. Put on Gloves and goggles.
  - 2. Vacuum the stained area or blot up the stain in a white absorbent cloth.
  - 3. Apply stain remover to the spot a layer at a time. Do not over wet the stain.
  - 4. To keep the stain from spreading while cleaning, blot and rub stain from the outside edge of the stain toward the center.
  - 5. Spray again. Let set. Agitate lightly with the brush.
  - 6. Blot with absorbent cloth.
  - 7. Flush away the remaining stain with water using a trigger sprayer.
  - 8. Blot dry.