

D. Carpets, Area Rugs, and Entry Mats		
<p>D.1 How often are carpeted floors and area rugs vacuumed thoroughly? Thorough means all the floor area that is accessible including under tables, chairs, play areas, and objects that can be easily moved.</p> <p>Check room for dirty carpets and area rugs</p>	<p>Vacuum all accessible carpeted floor and area rugs surfaces thoroughly at the end of every day.</p> <p style="text-align: center;">OK See Notes</p>	<p>Carpets can be the single largest collector of dust and allergens in a building. Thorough and frequent cleaning of carpets can remove most of these contaminants</p>
<p>D.2 Do you use your manufacturer's approved deep carpet cleaning method? Deep cleaning means shampoo, steam, or other deep cleaning method.</p>	<p>Consult the manufacturer or your vendor</p> <p>Some information is available at the Carpet and Rug Institute website at http://www.carpet-rug.org, and click on "Care and Cleaning" and then "Manufacturer-Recommended Deep Cleaning Methods and Service Providers"</p> <p style="text-align: center;">OK See Notes</p>	<p>The proper restorative deep cleaning of carpets can ensure efficient cleaning of allergen and soiling, prevent moisture problems in carpeting that may result in microbial growth, and avoid chemical reactions that damage the carpet and produce odors.</p>
<p>D.3 After deep cleaning carpets, rugs, and walk-off mats are rapid drying practices used to assure they are dry within 24 hours?</p>	<p>Dry floor coverings within 24 hours after deep cleaning, using rapid drying methods such as commercial grade dehumidifiers and carpet fans. Also, use the ventilation system and open windows and doors (if outdoor humidity is fairly dry).</p> <p style="text-align: center;">OK See Notes</p>	<p>Carpeting that is not effectively dried within the first 24-48 hours can develop mold or bacteria growth. Opening windows and doors on very humid days may actually slow drying compared to using the air conditioning system.</p>
<p>D.4 How often are all carpets and rugs thoroughly deep cleaned? Thorough means all the floor area that is accessible including under desks, chairs and objects that can be easily moved.</p>	<p>Follow the manufacturer's recommendations--typically deep cleaning should be done twice a year.</p> <p style="text-align: center;">OK See Notes</p>	<p>Routine deep cleaning of carpets is necessary to remove allergens that cannot be removed by vacuuming and stains that can become nutrients for mold and bacteria. Professional deep cleaning using high temperature steam should provide much better results than rental equipment.</p>
<p>D.5 Is wall-to-wall carpeting present in rooms that are below ground (e.g., basement)?</p>	<p>Replace carpet with a floor covering that is breathable (such as tile, textured concrete, terrazzo) and use area rugs.</p> <p>If carpeting must be used, then install it on a raised sub-floor.</p> <p style="text-align: center;">OK See Notes</p>	<p>Carpets below grade are more prone to problems because moisture may collect under the carpet along with a large amount of dust. This may lead to mold or bacteria growth.</p>
<p>D.6 Do you have a policy to phase-out carpeting and replace it with smooth floors?</p> <p>Check rooms, entrance areas, and hallways for carpets.</p>	<p>When flooring is replaced, install smooth flooring, preferably hard mineral flooring (terrazzo, mineral tiles, textured concrete). If this is not possible, then resilient flooring (vinyl tile, linoleum, rubber, etc.) is still preferable over carpet.</p> <p>Area rugs can be installed over the smooth floor, if desired.</p> <p>Remove carpets from hallways first.</p> <p style="text-align: center;">OK See Notes</p>	<p>Smooth floors are preferable to carpeting. Carpet tends to collect more dust and allergens. Hard mineral floorings are the best for indoor air quality because they last a long time, need the least maintenance, and allow for humidity to evaporate from underneath. Hallways should be the first place carpeting is removed, because a lot of dirt, chemicals, and moisture is tracked in on people's shoes.</p>

<p>D.7 How do you deal with cleaning daily spills and tough soiling on carpets that can't be removed by wiping or vacuuming?</p>	<p>Vacuum dry spills and significant soiling that need immediate attention.</p> <p>For liquid spills and tough soiling, purchase and use a wet carpet extraction vacuum immediately after they occur.</p> <p>Spot vacuum and deep clean areas at the end of the day that need extra attention (e.g. heavy use areas, obvious spills/messy areas, for visible debris).</p> <p>Staff should immediately inform building maintenance about large spills and messes</p> <p style="text-align: center;">OK See Notes</p>	<p>Both dry and wet spills need to be extracted as soon as possible, before the particles and liquids adhere to carpet fibers and create conditions favorable to mold or bacteria growth. In addition, such staining makes dust removal more difficult during routine vacuum cleaning.</p>
<p>D.8 Are carpet cleaning chemicals free of unnecessary fragrances?</p>	<p>Ask your carpet cleaning company or your maintenance product vendors for fragrance-free chemicals.</p> <p style="text-align: center;">OK See Notes</p>	<p>Fragrances are often added to cleaning products, but may not be needed for the extraction of dirt and stains. They may cause respiratory irritation in sensitive individuals.</p>
<p>D.9 How often are building entrance mats:</p> <ul style="list-style-type: none"> • vacuumed? • deep cleaned? <p>Check exterior next to entrances:</p> <ul style="list-style-type: none"> • muddy, standing water/snow. <p>Check every building entrance for entry mats:</p> <ul style="list-style-type: none"> • absent • less than 5 steps • dirty 	<p>Vacuum entry mats daily</p> <p>Follow the manufacturer's recommendations for deep cleaning—if manufacturer is vague, then deep clean walk-off mats at least weekly. This should include cleaning underneath the mat, wet mopping smooth mats, picking up and shaking mats outdoors, emptying dirt collecting areas, and/or using wet extraction vacuum.</p> <p>Make landscaping changes to keep mud and water away from entrances.</p> <p>Keep snow and rain away from building entrances, by shoveling and/or adding an overhang at the entrance.</p> <p>Place a mat at every entrance that extends at least 5 steps.</p> <p>Vacuum entry mat daily and perform deep cleaning according to manufacturer recommendations.</p> <p style="text-align: center;">OK See Notes</p>	<p>Walk-off mats remove most the dirt, moisture, mold spores, pollen, pesticide residues, and other contaminants that would otherwise be tracked into buildings. When tracked on to flooring, these can later become airborne and possibly cause symptoms. Proper maintenance will ensure they are effective at preventing these contaminants from being deposited in rooms. Sand and grit can also damage flooring, making these surfaces harder to clean. Entry mats should be long and fairly clean, to minimize the amount of dirt and moisture that gets tracked into the building.</p>