# BUILDING SERVICE OPERATIONS IN ELECTRONIC DATA PROCESSING CENTERS

## 1. GENERAL

1.01 This section describes the procedures to be followed in the cleaning of electronic data processing (EDP) centers. It includes floor maintenance and dusting of furniture and equipment. This section replaces AT&T Section 770-140-060.

1.02 Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 Good housekeeping practices are particularly important in EDP space since dust and dirt can cause malfunctioning of the equipment.

1.04 Raised floors are used in many data processing rooms to provide ready and complete accessibility to the underlying cables. The floor consists of a series of rectangular metal panels elevated on grids or pedestals. The panels are covered with a resilient tile, usually bound on the edge with a metallic or plastic strip.

1.05 Liquid Floor Cleaner is suitable for cleaning the floor. Any one of the recommended waxes or finishes may be used: Anti-Slip Floor Finish, Liquid Floor Wax, and W-8 Floor Wax. Of these, Anti-Slip Floor Finish is preferred since no dry buffing is required. None of these dressings will scratch and powder when properly applied.

1.06 In areas where electrostatic discharge (ESD) problems are experienced together with low relative humidity, regular floor wax may aggravate the problem. Therefore, use non-static floor wax in these areas. If the non-static floor wax cannot be applied effectively, then waxing of the floors should be avoided. Damp mopping should then be the method of maintaining these areas.

## 2. PREVENTIVE MAINTENANCE

2.01 Attention to the following measures will help to keep the EDP room clean and free from equipment troubles.

2.02 Air conditioning filters should be inspected periodically and changed as necessary to ensure a full air supply free from dust.

2.03 In the cleaning operations, use a minimum amount of water. Steel wool must never be used.

2.04 Smoking should be prohibited in data processing space. Cigarette ashes can cause malfunctioning of the tape read/write units. Live ashes constitute a fire hazard and can produce permanent damage to tapes.

2.05 Wastepaper baskets should be of adequate size and provided in sufficient number to care for the normal daily wastepaper accumulation. This will eliminate the need for emptying the baskets more than once a day. They should be emptied outside the room.

2.06 Chalk or chalk-like materials should not be used for marking or recording in computer space. Forms and punch cards, unless immediately needed, should be stored outside the room.

2.07 Do not store tape reels, binders, or other material on the tops of machines. This may restrict air flow and may result in foreign particles falling into the machines. Tape reels and machine covers should not be placed on the floor, even for short periods of time.

2.08 Do a minimum amount of dry buffing of EDP room floors. Do not use dry mops or untreated cloths for sweeping or dusting purposes.

## 3. FLOOR STRIPPING AND REFINISHING

3.01 Tools and Supplies:

> o Three-compartment mop tank or three containers for cleaning solution, rinse water, and waste water
>
> o Mop for applying and picking up the cleaning solution
>
> o Mop for rinse water
>
> o Floor scrubbing machine
>
> o Cellulose sponge
>
> o Liquid Floor Cleaner
>
> o Anti-Slip Floor Finish
>
> o Water, preferably warm

Optional (Alternate) Equipment

> o Abrasive (mild) scrubbing pad
>
> o Vacuum pickup

3.02 The following procedures are designed for EDP rooms having raised floors where a minimum amount of water must be used. These procedures are basically similar to those covered in the following sections. They have, however, been modified for this special requirement.

   o 770-130-055, Floor Mopping and Scrubbing

   o 770-130-060, Resilient Floors - Finishes - Care

   o 770-130-070, Floor Waxing

If the room has ordinary floors, the regular stripping and refinishing practices are followed.

3.03 Use a minimum amount of water in the stripping operation. Dilute Liquid Floor Cleaner with 10 parts of warm water. For example, for a tank with 6 gallons of water, add 2-1/2 quarts of cleaner; for a pail with 10 quarts of water, add 1 quart of cleaner. Apply the cleaning solution to the floor with a well-wrung mop in order to wet but not flood the floor. Do not attempt to strip more than 50 square feet per man at a time. To prevent the solution from drying out, mop the floor immediately or use a scrubbing machine equipped with either a brush or a mild abrasive nylon pad.

3.04 Remove the dirty cleaning solution with well-wrung mops or a vacuum pickup. If all dirt and old finish have not been removed, repeat the scrubbing operation until the floor is thoroughly clean. Rinse the floor several times using well-wrung damp mops. Rinse out the mops frequently in the rinse water during this operation. Allow floor to dry.

3.05 Apply the Anti-Slip Floor Finish in thin coats with a well-wrung mop. Allow the floor to dry thoroughly between coats. The number of coats will vary with the porosity of the floor. On homogenous vinyl, two coats should be sufficient. On linoleum or vinyl absestos, two or three coats may be required. On asphalt tile, as many as four may be necessary. Allow the floor to dry before opening to traffic.

3.06 Safety precautions similar to those observed in ordinary stripping operations should be observed. These include the use of safety signs and barricades.

4. FLOOR MAINTENANCE

4.01 Dustless Sweeping: The floor should be maintained by daily sweeping, using the disposable-type Masslinn 1050 cleaning cloths, Kex-type treated cloths, or mop. The Masslinn-type cloth is preferred due to the low lint factor. The procedures to be followed are similar to those employed in ordinary space and are fully described in Section 770-130-050, Floor Sweeping.

4.02   Spot Cleaning:  Wear is apt to be
       uneven, and the overall appearance
of the floor can often be restored by spot
cleaning and finishing soiled or worn
areas.  Mop with a warm solution of Liquid
Floor Cleaner.  Dilute one part of cleaner
to 40 parts of water.  For example, for a
tank with 6 gallons of water, add 1-1/4
pints of cleaner; for a pail with 10
quarts of water, add 1/2 pint of cleaner.
Apply with a well-wrung mop, using the
heel of the mop to eliminate black marks.
Rinse as described in 3.04 and apply one
coat of Anti-Slip Floor Finish.

## 5.  CLEANING FURNITURE AND EQUIPMENT

5.01   The procedures described in this
       section are basically similar to
those covered by the following sections.
They have been modified where necessary to
suit this special requirement.

> o  770-130-010, Dusting (Floor
>    Reach)
>
> o  770-130-250, Maintenance of
>    Office Furniture

The operations in these sections are
performed prior to sweeping the floor.

5.02   Using a treated cloth, dust the
       outside of the computers or other
equipment as required.  Do not go inside
the machines.  Do not dust instrument
panels.

5.03   Following the same procedure as in
       5.02, dust all furniture such as
desks, tables, chairs and tape storage
cabinets.  Use a damp untreated dust cloth
if necessary to remove finger marks or
other soil.  Horizontal ledges should also
be dusted.

5.04   Wash all desk tops as required,
       using a cellulose sponge and 10 to
1 solution of Multipurpose Cleaner and
warm water.  Rinse with plain warm water
and dry with a clean cloth.

5.05   Once a year wash the vertical
       surfaces of desks, file cabinets,
and other furniture using 10 to 1 solution
of Multipurpose Cleaner and warm water.
Use a well-wrung damp sponge to avoid
excessive water getting on the floor or
into the equipment.

## 6.  CLEANING PARTITION GLASS AND FIXTURES

6.01   Wash all lighting fixtures annually.

6.02   Glass Partitions:  Wash clear glass
       partitions once or twice a month,
using plain warm water.  Apply with a
sponge and follow up with a squeegee or
chamois.  Wash obscured glass partitions
less frequently, as required.  A 40 to 1
solution of Multipurpose Cleaner in warm
water may be used in stubborn cases.

6.03   Glass Entrance Doors:  Glass en-
       trance doors may require frequent
attention, particularly if clear.  Similar
procedures to those described in 6.02
should be followed.

## 7.  EMPTYING AND CLEANING WASTEBASKETS

7.01   Wastebaskets should be emptied
       daily outside the room into a
suitable receptacle such as a canvas bag
mounted on a cart.  If more than one shift
is operating, it may be necessary to empty
the baskets twice daily.

7.02 After emptying the basket, wipe it out with a damp cloth.

7.03 Baskets should be removed from the room and washed out at a service sink location at periodic intervals, as required. Use a sponge and a 40 to 1 solution of Liquid Floor Cleaner and warm water.

> NOTE: In some locations, waste paper from computers may contain sensitive and proprietary information and may need to be shredded prior to disposal. If shredding is required, then the computer waste paper should be collected in a separate bin and should not be combined with the other building waste.

## 8. VACUUMING

8.01 In general, vacuuming is not as efficient in removing dust and dirt as the other methods described. However, there may be an occasional need for a vacuuming as described below.

8.02 Areas under raised floors should be inspected semiannually for dust and dirt. When necessary, vacuum these areas.

8.03 If vacuums are used, the nozzle should be a nonconductor-type to minimize any possibility of electrical hazards.

## 9. CLEANING SCHEDULE

9.01 The frequency of cleaning operations will obviously depend on such local conditions as the degree of activity in the room, the number of personnel, the time of the year, the amount of outside dirt tracked in, and the standard of appearance considered necessary. The following frequencies are suggested as a guide.

9.02 Daily Operations:

    (1) Empty and damp wipe all wastebaskets.

    (2) Dust outsides of machines.

    (3) Dust all horizontal surfaces on furniture.

    (4) Dustless sweep the complete floor.

9.03 Weekly Operations:

    (1) Wash entrance door glass.

    (2) Damp mop.

9.04 Monthly Operations:

    (1) Spot clean heavy traffic areas of floor.

    (2) Wash all clear glass partitions.

(3)  Wash wastepaper baskets.

9.05  Semiannual Operations:

(1)  Strip and refinish floor.

(2)  Wash desk tops and apply furniture polish.

(3)  Vacuum space under raised floor if necessary.

9.06  Annual Operations:

(1)  Wash and polish vertical furniture surfaces.

(2)  Wash lighting fixtures.

## 10.  PRECAUTIONS

10.01  General safety and security guidelines outlined in practices 770-120-040 and 770-120-050 should be applied in the cleaning of EDP centers. The following additional precautions may also be necessary in EDP centers' cleaning:

(1)  Electrical cleaning equipment should always be plugged into the proper building outlets. They should never be plugged into the outlets provided on the equipment frames or outlets which are intended to be used for the computer and its accessories.

(2)  To minimize the migration of dirt and dust, all cleaning equipment and supplies should be properly cleaned prior to bringing them to the computer room.

(3)  Care should be taken to make sure that the operation of electrical cleaning equipment will not cause electrical interference or disturbance to the computer operation or its storage tape.