



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750

Effective April 27, 2005, Revised August 26, 2020

Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 4.003

Subject: Standardization for the Removal of Water in Carpets

Purpose: To establish a policy for effectively dealing with water saturated carpet.

Procedure:

- Facilities personnel should first notify Work Control Center then their supervisor that there may be water-damaged carpet.
- Locate source and take action to stop water intrusion.
- Remove items that could be damaged to a dry area Materials Management staff will assist with moving and placing blocks under furniture and file cabinets if it is not practical to move.
- Remove water from carpet using extractor(s) or wet-vac(s).
- Wash carpet with extractor, using hot water when available. Use no chemicals during extraction or washing.
- Spray odor destroying enzyme solution onto carpet. *Use Push or equivalent.* Use solution as directed on label.
- Use floor dryers and dehumidifiers to aid drying. Supervisor should contact Maintenance and request use of HVAC to help reduce moisture.
- When job is complete, thoroughly clean all equipment used to extract water.
- Supervisor should notify EH&S of actions taken.



Contingency: If carpets are contaminated with storm-water runoff or wet for an extended period, Lysol may be added to distribution tank at the label recommended ratio for odor control. This should be done only as directed by Supervisor.

Notice: When water in carpet is discovered, it should be treated as an emergency and dealt with as soon as possible.

Developed by: Buildings & Grounds Management

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