



# Treatment Page Information - Abbreviated Descriptions

**Caution:** The information that follows is an abbreviated version to make it easier for you to see the location of the different types of data on the treatment page. Please read the “Treatment Page Information - Detailed Version” that follows this one for important added details you need to know.

The treatment pages are in alphabetical order based on the name of the first type of spot/stain listed in the title. As mentioned earlier, there are two treatment pages for each kind of spot or stain.

- **First page:** Describes the treatment used if you have a spot machine.
- **Second page:** Describes the treatment used if you do not have a spot machine. It gives instructions for using towels/chamois to absorb liquid spills and a vacuum cleaner or shop vac for dry spills.

The same types of information are given on each of the two pages, but the second page also lists the primary ingredients in the spot or stain.

The treatment information on each of the two pages is divided into two columns (called “Classes”):

- **1st column:** Class I or III - What to do if the spot is Dried / Old.
- **2nd column:** Class II or IV - What to do if the spot is Wet / Fresh.

First page:

Second page:

**Coffee or Tea - Black / Plain:** coffee, irregular, discolored, browned / tea - black, green, herb

**Comments:**

- Requires removal from within 24 hours of spill
- Maximum time for being removed: Class II - 4 (2 weeks)
- Removal instructions: For the spots in Class II: To be removed, the spot must be removed within 2 days.
- Includes: Treat and possible color loss in the carpet and use for the carpet. Do not use on silk, wool, or leather. Do not use on rayon. If you cannot remove a stain, contact a pro for spillage within 2 days.
- Treat with this treatment if you have a spot machine. Chapter 4 If the spot remains, contact a pro for removal as soon as possible.

Class I	Class II
<p><b>Class I: Spot Machine - Old / Dried Spot</b></p> <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Using your spot machine, treat the spot with steam using the clean steam technique 2 - 27 times.</li> <li>2. Make a 22 degree dry vacuum mark.</li> <li>3. Make a 22 degree dry vacuum mark.</li> <li>4. Repeat until the spot is removed.</li> <li>5. Make a 22 degree dry vacuum mark.</li> <li>6. Make a 22 degree dry vacuum mark.</li> <li>7. If the spot persists, call a pro for spillage as soon as possible.</li> </ol>	<p><b>Class II: Spot Machine - Fresh / Wet Spot</b></p> <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Using your spot machine, dry treat the spot 10 - 15 times using the clean steam technique.</li> <li>2. Make a 22 degree dry vacuum mark.</li> <li>3. Make a 22 degree dry vacuum mark.</li> <li>4. Repeat until the spot is removed.</li> <li>5. Make a 22 degree dry vacuum mark.</li> <li>6. Make a 22 degree dry vacuum mark.</li> <li>7. If the spot persists, call a pro for spillage as soon as possible.</li> </ol>

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**Coffee or Tea - Black / Plain:** coffee, irregular, discolored, browned / tea - black, green, herb

**Comments:**

- Requires removal from within 24 hours of spill
- Maximum time for being removed: Class III - 4 (2 weeks)
- Removal instructions: For the spots in Class III: To be removed, the spot must be removed within 2 days.
- Includes: Treat and possible color loss in the carpet and use for the carpet. Do not use on silk, wool, or leather. Do not use on rayon. If you cannot remove a stain, contact a pro for spillage within 2 days.
- Treat with this treatment if you do not have a spot machine. Chapter 4 If the spot remains, contact a pro for removal as soon as possible.

Class III	Class IV
<p><b>Class III: Towel - Old / Dried Spot</b></p> <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Using your towel, pat the spot to absorb the liquid.</li> <li>2. Make a 22 degree dry vacuum mark.</li> <li>3. Make a 22 degree dry vacuum mark.</li> <li>4. Repeat until the spot is removed.</li> <li>5. Make a 22 degree dry vacuum mark.</li> <li>6. Make a 22 degree dry vacuum mark.</li> <li>7. If the spot persists, call a pro for spillage as soon as possible.</li> </ol>	<p><b>Class IV: Towel - Fresh / Wet Spot</b></p> <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Using your towel, pat the spot to absorb the liquid.</li> <li>2. Make a 22 degree dry vacuum mark.</li> <li>3. Make a 22 degree dry vacuum mark.</li> <li>4. Repeat until the spot is removed.</li> <li>5. Make a 22 degree dry vacuum mark.</li> <li>6. Make a 22 degree dry vacuum mark.</li> <li>7. If the spot persists, call a pro for spillage as soon as possible.</li> </ol>

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1st column 2nd column

1st column 2nd column



1

**Coffee or Tea - Black / Plain: Coffee - Regular, Decaffeinated, Flavored / Tea - Black, Green, Herb**

3

2

Spot / Stain Contents: Acids, Artificial Color, Possible Sugar, Tannin

**Comments:**

4

**Optimum removal time:** Within 24 hours of spill

5

**Maximum size for home removal:** Class III / IV = 3 inches  
**Removal restrictions:** If the spot(s) is larger than 3 inches in diameter, **do not attempt TOTAL removal** using Class III or IV instructions. Do Step 1 **only** under Class III or IV. Put a dry towel over spot. Then:

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- Call a pro and have spot removed within 2 days. -OR-
- If the spot is 4 1/2 inches or less in diameter, get a spot machine and:
  - If the spot is now old/dried, do Steps 1 - 7 under Class I.
  - If the spot is still fresh/wet, do Steps 1 - 7 under Class II.

7

**Caution:** Tannin and possible coloring in these products can be hard to remove from nylon, olefin, acrylic and polyester, especially when spilled hot. If you cannot remove a spot, consult a pro for options within 2 days.  
• Large spills may cause recurring spots that need re-treatment. (See "Recurring Spots", Chapter 4.) If the spot persists, consult a pro for options as soon as possible.

8

**Materials Needed:**

Class III: Spotting kit, Vacuum cleaner with attachment removed from hose  
Class IV: Spotting kit

**9 Class III: Towel + Old / Dried Spot**

**Class IV: Towel + Fresh / Wet Spot**

10

**Steps:**

- Using your soft brush, gently brush the spot(s) in a side-to-side motion 10 - 15 times.
  - Vacuum debris with vacuum cleaner hose.
- Mist on a generous amount of ammonia.
  - Mist on a generous amount of peroxide.
  - Tamp with soft brush.
  - Allow to work 2 minutes.
- With a towel, blot 10 - 15 times, using a clean part of the towel each time.
- Look at spot area carefully to see if the spot is gone:
  - If YES: Allow to dry.
  - If NO: Repeat Steps 2 and 3 until no more removes. Then, if needed, do Step 5.
- If color cast remains, mist on a generous amount of peroxide.
  - Tamp with soft brush.
  - Allow to dry.
- If needed, repeat Steps 2, 3 and 5 one time.
- If the spot persists, call a pro for options as soon as possible.

**Steps:**

- Fold a towel several times and place it over the spot(s).
  - Step on the towel with your full weight 8 - 10 times, using a clean part of the towel each time.
  - Repeat until no more absorbs.
- Mist on a small amount of ammonia.
  - Mist on a small amount of peroxide.
  - Tamp with soft brush.
  - Allow to work 2 minutes.
- With a towel, blot 10 - 15 times, using a clean part of the towel each time.
- Look at spot area carefully to see if the spot is gone:
  - If YES: Allow to dry.
  - If NO: Repeat Steps 2 and 3 until no more removes. Then, if needed, do Step 5.
- If color cast remains, mist on a generous amount of peroxide.
  - Tamp with soft brush.
  - Allow to dry.
- If needed, repeat Steps 2, 3 and 5 one time.
- If the spot persists, call a pro for options as soon as possible.



### Treatment Page Headings / Descriptions

1. **Type of Spill(s):** The more common spots or stains that are best treated using the methods on the two treatment pages.
2. **Spot or Stain Contents:** The primary ingredients in the spot or stain. This information is only listed on the 2nd treatment page for each spot. (The words “spot”, “stain” or “spot/stain” before the ingredients tell you what type of problem you are dealing with.)
3. **Comments:** Items 4 - 8 that follow are listed under “Comments”. They tell you whether or not you will be able to successfully treat the spot at home and what to do if you cannot.
4. **Optimum removal time:** Treating the spill within this time period will give you the best results.
5. **Maximum size for home removal:** The maximum size spot that I suggest you treat when dealing with this type of spill. The size limit is based on the type of spot material, if you are treating the spot with a spot machine or not, and the spot’s condition/age.
6. **Removal restrictions:** Tells when a pro must be called because the spot’s size or type prevents you from treating it safely/effectively. It also tells how to hold the spot in check and/or protect it from being spread until the pro arrives.
7. **Cautions:** Notes containing important information related to your spotting efforts and safety. They should be read carefully before you begin any spotting treatment.
8. **Materials Needed:** A brief list of the equipment, tools, chemicals, etc., needed to do the spot treatment process.
9. **Class:** The treatment steps you use for a specific type of spot depend on 1) Whether you have a spot machine for vacuuming and rinsing or must use a towel or viscose rayon chamois for blotting, and 2) The age and/or condition of the spot.
10. **Steps:** The specific instructions for treating the different Classes of spots.