

2018 Recordkeeping Calendar

Maricopa County Air
Quality Department
(602) 506-6010



2018 Petroleum Solvent Dry Cleaners' Calendar



INSTRUCTIONS

General - You may use this calendar to help keep records required by your air quality permit.
Keep these records at your facility for 5 years.

Example

**JANUARY 2018
 PETROLEUM SOLVENT PURCHASES
 RUNNING TOTAL**

Note: These calculations and entries must be completed on the 1st working day of each month for the previous month.

SOLVENT PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		55
SUBTRACT SOLVENT PURCHASED JANUARY 2017		- 10
SUBTOTAL		45
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
12-Jan-18	+ 20	65
	+	

Enter running total from last month.

Enter the amount of SOLVENT you bought during this month last year, from last year's records or calendar. Subtract that amount.

This is your 12 month running total if you do not buy SOLVENT this month.

This is your 12 month running total if you bought SOLVENT this month. Record the bottom number in this column on next month's form in line, "TOTAL FROM LAST MONTH."

Record the date(s) you bought SOLVENT this month, if any.

If you bought SOLVENT this month, record the amount and add it to the subtotal. The totals for this month will also go on next year's calendar for this same month under, "SUBTRACT SOLVENT PURCHASED."

SOLVENT RECOVERY DRYER: Petroleum solvent dry cleaning facilities installed after July 13, 1988, shall have a solvent recovery that recovers at least 85 percent of petroleum solvent by weight. In addition, the recovery cycle for the dryer shall not be terminated until the petroleum solvent flow rate from the water separator is 15 milliliters or less per minute. [County Rule 333 §302].

JANUARY 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are required .)	
Week ending on January 5	
Week ending on January 12	
Week ending on January 19	
Week ending on January 26	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED JANUARY 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dryer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



January 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	
	5	6	7	8	9	

FEBRUARY 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are required .)	
Week ending on February 2	
Week ending on February 9	
Week ending on February 16	
Week ending on February 23	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED FEBRUARY 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dryer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



February 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	
	5	6	7	8	9	

MARCH 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are required .)	
Week ending on March 2	
Week ending on March 9	
Week ending on March 16	
Week ending on March 23	
Week ending on March 30	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED MARCH 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dyer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



March 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	2	3	4	5	6	

APRIL 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are required .)	
Week ending on April 6	
Week ending on April 13	
Week ending on April 20	
Week ending on April 27	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED APRIL 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dryer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



April 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	
	7	8	9	10	11	

MAY 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are <u>required</u> .)	
Week ending on May 4	
Week ending on May 11	
Week ending on May 18	
Week ending on May 25	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED MAY 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dyer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



May 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	
	4	5	6	7	8	

JUNE 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are <u>required</u> .)	
Week ending on June 1	
Week ending on June 8	
Week ending on June 15	
Week ending on June 22	
Week ending on June 29	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED JUNE 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dyer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



June 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	2	3	4	5	6	

JULY 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned	
(Weekly subtotals are provided for your convenience. Monthly totals are required .)	
Week ending on July 6	
Week ending on July 13	
Week ending on July 20	
Week ending on July 27	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED JULY 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dryer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



July 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	
	6	7	8	9	10	

AUGUST 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are <u>required</u> .)	
Week ending on August 3	
Week ending on August 10	
Week ending on August 17	
Week ending on August 24	
Week ending on August 31	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED AUGUST 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dyer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



August 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
	3	4	5	6	7	

SEPTEMBER 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are required .)	
Week ending on September 7	
Week ending on September 14	
Week ending on September 21	
Week ending on September 28	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED SEPTEMBER 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
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- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



September 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	

OCTOBER 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned	
(Weekly subtotals are provided for your convenience. Monthly totals are required .)	
Week ending on October 5	
Week ending on October 12	
Week ending on October 19	
Week ending on October 26	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED OCTOBER 2017		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dryer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



October 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	
	5	6	7	8	9	

NOVEMBER 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are required .)	
Week ending on November 2	
Week ending on November 9	
Week ending on November 16	
Week ending on November 23	
Week ending on November 30	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED NOVEMBER 2017		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dryer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



November 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	3	4	5	6	7	

DECEMBER 2018

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned	
(Weekly subtotals are provided for your convenience. Monthly totals are <u>required</u> .)	
Week ending on December 7	
Week ending on December 14	
Week ending on December 21	
Week ending on December 28	
Monthly Total:	

TOTAL FROM LAST MONTH			
SUBTRACT SOLVENT PURCHASED DECEMBER 2017			-
SUBTOTAL			
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL	
	+		
	+		

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dyer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



December 2018

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	

JANUARY 2019

PETROLEUM SOLVENT PURCHASES RUNNING TOTAL

Record weight of clothes cleaned (Weekly subtotals are provided for your convenience. Monthly totals are <u>required</u> .)	
Week ending on January 4	
Week ending on January 11	
Week ending on January 18	
Week ending on January 25	
Monthly Total:	

TOTAL FROM LAST MONTH		
SUBTRACT SOLVENT PURCHASED JANUARY 2018		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

NOTES

Operational Standards

- Store all solvents in closed containers (Rule 333 §301.2).
- Keep doors, dryer traps, access doors, etc., closed at all times except when required for proper operation and maintenance (Rule 333 §301.3).
- Dry cleaning equipment shall not be operated with perceptible leaks from any portion of the equipment, including but not limited to: hose connections, unions, couplings and valves; machine door gaskets and seating; filter head gaskets and seating; pumps; base tanks and storage containers; water separators; filter sludge recovery; distillation units; diverter valves; solvent-moistened lint from lint basket; and cartridge filters (Rule 333 §301.1).
- Maintain monthly records of the weight and type of any material disposed of which contains any quantity of cleaning solvent. The name of the company receiving such material shall also be recorded (Rule 333 §501.2).

Date: _____ Name of Company: _____ Weight of Material: _____



January 2019

DRY CLEANERS' CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	
	4	5	6	7	8	

**Maricopa County
Air Quality Department**

1001 North Central Avenue, Suite 125
Phoenix, AZ 85004
(602) 506-6010

2018

**Calendar
for
Petroleum Solvent Dry Cleaners**

