

GUIDE: Vacuuming

PURPOSE:

To provide clean, long-lasting and attractive carpeted areas.

PROCEDURE

1. PREPARE AREA

Take carpet vacuum equipment to the work site. Place a "Caution" sign in a prominent location.

2. SET UP EQUIPMENT

Plug in machine and place in a central location. To move tank type equipment short distances, pull by the hose. To move longer distance, rewind cord and push the vacuum itself. Take care not to bump walls or furniture.

3. VACUUM CARPET UPRIGHT VACUUM

Generally use a push-pull stroke about 60cm - 90cm long. Vacuum so that the nap of the carpet is laid by the pull stroke. Overlap strokes slightly until area is covered. Use the accessory tools for hard-to-get-spots. Move furniture and equipment as little as possible. Do not over clean. Usually two strokes per pass are sufficient. Watch cord carefully as it can present a safety hazard. Work away from the wall with the cord plug outlet to help avoid being tangled in cords.

4. WHEN FINISHED

Remove the "Caution" sign. Return vacuum equipment to the storage area. Check to make sure that the filter bags are not full. If they are full, empty the bag or replace it with a new disposable bag. Also check for worn brushes or brush strips and replace immediately.

5. CLEAN UP

Wipe the vacuum unit and cord clean of any loose dust or soil.



Always ensure that all safety requirements are in place before commencing work and where required all personal safety equipment is available and worn by cleaning technicians.