

Carpet Care – Vacuuming Procedure

Tools Needed:

- Vacuum
- Broom, dust pan, dust mop
- Trash bags
- Scraper
- Cloth for spots

Products Needed:

- Buckeye Hydrogen Peroxide cleaner

Frequency of Cleaning:

Daily, or more often depending on traffic and soil level. Clean all rugs and carpets including corners and edges daily to control soil and prevent wear.

Preparation:

Clear room of children. Inspect for any damaged areas or safety problems, and report to supervisor. Collect all tools, equipment, and products required. Ensure all equipment are in good condition, working properly, and bag or canister is empty. Choose appropriate PPE and safety equipment.

Special Directions for Task:

Clear area of obstacles before vacuuming. When finished, clean and return equipment to storage area.

Directions:

Step 1: Post OUT OF SERVICE sign in area to be cleaned.

Step 2: Inspect for any damage, and pick up litter, toys, paperclips, and items too large for vacuum.

STEP 3: Remove any spots with cloth and cleaning solution; scrape off any stuck-on items (play dough, gum, etc.).

STEP 4: Using proper body mechanics, move furniture out of the way as needed.

STEP 5: (If using crevice tool) Attach vacuum hose and crevice tool to vacuum. Plug vacuum into a 3-prong outlet. Vacuum along edges of carpet, corners and other hard-to-

reach areas with crevice tool, or sweep with broom. Unplug vacuum and remove crevice tool.

NOTE: Do not run over cord as it is a safety hazard. Empty cannister when half full.

STEP 6: Plug vacuum into 3-prong outlet near area to be cleaned.

Vacuum any mats or rugs and areas surrounding rugs. Fold rugs over and vacuum or sweep under them. Vacuum along the edge of rugs; not back and forth over the edge to prevent rolling the edges.

STEP 7: Begin vacuuming carpet. Start at wall nearest the cord plug. Use 3 ft. long strokes in a "W" style working away from outlet. Vacuum at a slow consistent pace, using a push-pull motion with good ergonomics. Overlap strokes slightly so entire area is cleaned. Continue until room is completed.

STEP 8: Clean equipment & empty the vacuum debris cannister. Put away all equipment and supplies in storage area.