

# VACUUM CLEANING

## **EQUIPMENT**

Personal protective equipment  
Warning signs  
Vacuum cleaner  
Extension lead  
Plastic sack

## **METHOD**

1. Put on personal protective equipment
2. Assemble equipment, check equipment for safety, particularly plugs and cable
3. Place warning signs
4. Adjust height of brushes/beater bar to suit surface being cleaned
5. Pick up any large or sharp items by hand before vacuum cleaning and place them into a plastic sack
6. Insert plug into unused socket. Do not remove any plug from a used socket
7. Switch on vacuum via machine switch
8. Cover area systematically, giving more attention to heavily trafficked areas, edges and corners
9. When vacuuming upholstery, remove stainless steel pipe and use plastic angled nose
10. When vacuuming lift interior, ensure lift is 'keyed off'. Return lift to service when finished
11. Remove plug from power socket and recoil machine cable. Replace floor mounted socket coverings so that they are flat and not a trip hazard
12. Clean equipment and check for safety
13. Return all equipment to storage and arrange neatly and safely

## **SAFETY**

Wear personal protective equipment  
Check electrical equipment, especially plugs and cables  
Do not plug machine in until it has been fully assembled and is ready for use  
Do not allow cable to become taut

## **CARE OF EQUIPMENT**

Empty vacuum cleaner  
Dismantle pipes and head, store carefully and safely