



SOP0013 – Cleaning Procedure - Vacuuming

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1						
2						
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1. Scope

This procedure details the safe method of Vacuuming

2. Responsibilities

Responsible	Task
Cleaning Technician/Franchisee	Actual Operation
Site or Service Unit Team Leader	General Oversight of operation and job Audit
Operations Supervisors	Audit of operations of Site and Service unit team leaders and technicians
Branch/Area Manager	Audit of Control of operations and Division team leaders
General Manager and Operations Manager	Responsible for setting up and monitor safe procedure

3. Approved Equipment/Consumables/Personal Protective Equipment

Approved Consumables	Approved Equipment
Gloves	Backpack vacuum
Out of service Tag	Pull Behind Vacuum
36/72lt Bin Liners	Upright Vacuum
	Vacuum Pole
	Vacuumping Head
	Colour coded cloths

4. Procedure

1. Wearing gloves, pick up any large debris or obstructions from the floor
2. Check the vacuum cleaner is in suitable working condition. Inspect the cord to ensure no cuts or exposed wiring visible. If the vacuum cleaner is faulty, **DO NOT** proceed to use it. Tie an "out of service" tag onto the vacuum cleaner and detail the fault on the tag.
3. Assemble the vacuum cleaner and its parts
4. Find an easily accessible power point not in use. Ensure the power point you are plugging into is in good working condition – do not use a colored power point. Do not remove a device plugged in to use power point
5. Plug in and switch on at the power point
6. Ensure the head, straight pipe and hose are in a comfortable working condition and the foot is flat against the floor and is switched to the right setting
7. Switch on at the vacuum

Do not use vacuum cleaner in an area where water is present

8. Keeping your back straight, proceed to vacuum the area starting at the further point of the room and making your way back to the exit point of the area. If the pipe isn't long enough for you an additional attachment may be added to lengthen the straight pipe and prevent back strain. Glide

the vacuum head over the carpet area directly in front of you using a back and forward motion. The cord is not to be wrapped up around arms while vacuum. It is important you are aware of the cords whereabouts at all times throughout vacuuming and the cord is not over stretched. If more length is required, an extension cord may be used.

9. Repeat process until whole area has been vacuumed
10. Remove the vacuum head from the end of the straight pipe, run the end of the straight pipe along the edges and corners to remove any dust

If vacuuming's not sucking properly check vacuum pipe, head and hose for blockages and remove any blockages

11. Once complete, turn off the vacuum first at the vacuum switch and then at the power point and unplug
12. Wind the cord starting at the vacuum in a loose but not large coil after removing the cord from the power point
13. Empty the vacuum cleaner bag. Do not empty the contents into garden, lawns or any area outside the client's premises. Always empty the contents of the vacuum bag into a bin liner and then place into waste
14. Wipe over vacuum cleaner removing any dust with damp cloth
15. Once per week or more regular if required wash the cloth bag and allow to dry properly before use. Allow at least one full day before use for drying

Pull along Vacuum

- Pull along vacuum cleaners are used on all dry surfaces
- They are a barrel like machine and have a flexible hose with an elbow pipe then straight pipes connected to a floor tool
- Additional poles (attachments) may be provided if needed to prevent stooping, bending or reaching when vacuuming
- The floor tool can be used for either carpet or hard floor surfaces. Adjust for carpets by using the switch lever on top of the floor tool to either raise the strip brush or to drop down for hard floor surfaces
- Some surfaces require less suction. An adjustable suction control switch is on the elbow of the pipe
- If the vacuum is not sucking correctly check for blockages in the pipes, hose or floor tool and the dust bag is empty
- Inside the vacuum there is a soft material dust bag which traps the dust and dirt sucked up from the surface. The bag needs to be emptied at the end of each shift. Turn off the machine and the switch

at the power point remove the cord from the power point. Remove the bag from the vacuum cleaner and gently shaking the contents into a bin or garbage bag. The vacuum will suck much easier if the bag is empty from dust and dirt. The bag should be rinsed and/or washed at least once a week

- Some vacuum cleaners are fitted with HEPA filtration system. HEPA filter is a sealed filtration system that retains up to 90% of dirt, dust pollens and mites encountered during vacuuming. The filter is located on the inside of the lid and needs to be removed and cleaned weekly using a small soft brush to remove any dust collected in the filter. If the filter is damaged report immediately to area manager.

Back-Pack Vacuum

- Back-pack vacuum cleaners are used in cluttered areas and are worn strapped on the cleaners back
- When placing back-pack onto your back, lift the machine onto a table or ledge, or have another cleaner help assist. Adjust the harness to suit you to the machine sitting at the top section of a back. Put your arms in the harness and fasten the waist strap. The machine must sit high on a back to prevent any damage to the spine. Ensure the shoulder straps are pulled tight and the waist strap firm and comfortable.
- When using the back-pack vacuum cleaner it is important to use the correct posture. Stand straight without bending / stooping when vacuuming
- Store neatly. Coil the cord starting from the machine end and finishing with the plug end to prevent any kinking of the cord

Upright Vacuum

- Upright vacuum cleaners may be used in open spaces where appropriate
- Extension cords may be required
- The dust canister should be emptied and wiped out after every use, ensuring is dry before next use
- Store neatly. Coil the cord onto the cord holders on machine wrapping from machine end

Extension Cords

- An extension cord is an extra length of electrical cord which attaches to the electrical cord on the vacuum cleaner or any piece of electrical equipment when the cord is not long enough to reach an area
- Only one cord to be attached at any one time
- Remove extension cord from the electrical appliance once finished
- Coil the cord starting from one end and finishing with the other end while the cord is laid out straight and not coiled to prevent any kinking of the cord. Secure and store in a neat manner



- Ensure there are no twists or knots in the cord
- Do not store near in a wet area

FORMS AND REGISTERS

Document number	Document Name
OR0037	Approved Consumables List