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Description:

OBJECTIVE

- To emphasize the proper care, use and storage of cleaning equipment.
- To ensure the life of the equipment is maximized and the necessary wear and tear is minimized.

STATEMENT OF POLICY & PROCEDURE

1. Ultimately, the employees are responsible for the proper care and use of equipment provided for them. The responsibility directly rests upon them to ensure that all equipment is used for the purpose intended. It is an aid to faster, easier and more efficient work. It represents the large investment and proper care must be given to make the task easier and more effective. An employee should use the equipment as if it were his own. Equipment, which is out of action and sitting in a storage room for no matter how short a time, is a waste of money.

2. Training

Most companies that sell equipment or chemical train users, but one should see that this training is more extensive than a demonstration. It should involve actual use of item by the operators of the machine. The worker's action on location, should be observed by the trainer to ensure the employee is handling the product properly.

Equipment must be operated by responsible people who not only use it according to instruction, but are also careful to maintain it properly greasing, replacing parts, etc.

3. Correct Storage

Equipment should be kept in a locked storage room used exclusively for this purpose. Chemicals may be kept in this storeroom, which should have a slop sink and adequate ventilation.


There should be hooks on the walls on which equipment accessories and attachments, mops and brooms may be hung. Shelves will be required for the small tools, which cannot be hung.

4. Floor Machines

It is important not to splash liquids onto these machines. Wipe the cord clean immediately after use. Wash out the tank and dry after use to prevent the growth of bacteria. When not in use, rest on the wheels and not on the brush. All attachments such as brushes, pads, etc., should be washed after use and hung up to dry. Never bounce the machines down stairs. Lubricate the machine regularly. Follow manufacturer's instructions carefully.

5. Vacuums

Empty them each day or more often if necessary whether they are wet or dry. Check that water cannot enter the motor. To prevent the growth of bacteria, wash the wet vacuums with disinfectant and dry whenever used, then leave in open storage to air. Reverse the hose regularly so that the wear is evenly distributed. Clean the cord regularly before storing. Report

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any unusual sounds immediately and switch off immediately if engine becomes hot. Don not pick up metal objects, glass or quantities of feathers or hair with the machine. Follow the individual instructions for the manufacturers very carefully. Wind the electric cord carefully around the hook at all times when not in use. Report any loose connections, damaged cords or faulty switches.

6. Record keeping

Accurate records must be kept on all equipment, (see policy 4.10 Accurate Equipment Records). The record (one for each machine), should record date of purchase, supplier, make and model number, price, date of repairs and cost.