



RESOURCE LIBRARY - STEWARDING
Cleaning and Storage of Equipment 设备的清洁和存放

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Standard:

All equipment must be cleaned and drained of all excess water before returning to storage areas.

标准:

所有设备在清洁, 排干积水后方能送回存放处。

Procedures:

1. All brooms, dustpans to be washed and rinsed before returning to storage area and allowed to air-dry.
2. Mop buckets to be stored upside down with mops draped over the top to air dry. Excess water to be squeezed out first before storing.
3. All other equipment e.g. high-pressure gun, vacuum machine etc. to be rinsed clean and chemical dispenser also before returning to the storage area.
4. Check the machine, ensure that is integer.
5. Safety masks to be rinsed and wiped dry before replacing on hooks in storage area.
6. All items to be stored in a neat and tidy fashion for easy access and accident prevention.

-End-

程序:

1. 扫帚、簸箕使用后要冲洗干净并放在存放处让其风干。
2. 拖布和拖布车使用后要清洗干净, 在存放前拖布的水要挤压干净, 拖布车里的水要倒掉并倒置存放。
3. 其它设备如高压水枪、吸水器等要擦洗干净, 清洁剂箱要彻底清洁。
4. 检查机器配件确保齐备完好。
5. 安全面具清洁并擦干后挂在存放处的挂钩上。
6. 所有物品要存放整洁、整齐, 拿取方便, 以防事故。

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