
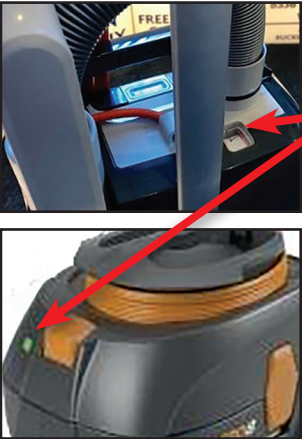





Cloth	Blue	 <p>Taski Aero Taski Evo (Colours may vary)</p>
PPE	N/A	
Chemicals	• Sanitiser	
Reference	<ul style="list-style-type: none"> • Health & Safety and Food Safety Policy • Risk Assessment manual • COSHH manual • SOP - B0009 - Cleaning the customer area • SOP - OF0004 - Reducing the risk of slips, trips and falls • SOP - OF0022 - Manual handling – General • SOP - OF0040 - Electrical safety (general) 	
Equipment	<ul style="list-style-type: none"> • Taski Aero and/or Taski Evo vacuum cleaner • Hazard warning sign (Wet floor or Cleaning in progress) • Spare Taski Aero or Taski Evo dust collection bags (as required) 	

Step 1		<ul style="list-style-type: none"> • Prior to every use, the vacuum cleaner must be inspected to ensure that it is in good condition. Refer to SOP - OF0040 - Electrical safety (general). • If any defects are noted, including damage to the plug or cable, then the equipment must be taken out of use immediately. Ensure that the vacuum cleaner is labelled accordingly as “Do not use”.
Step 2		<ul style="list-style-type: none"> • Ensure that a dust collection bag is correctly fitted prior to using the vacuum cleaner. • Vacuum cleaners must only be used on dry floor surfaces. • Keep the power cable away from sharp edges and prevent it becoming trapped, crushed, or stretched. • If during use the power cable is likely to cause a trip hazard, prominently display a yellow hazard warning sign to make others aware of the risk.
Step 3		<ul style="list-style-type: none"> • For the Taski Aero, use the lever on the vacuum head to ensure that the vacuum cleaner is set for either hard floors or carpets as required. • The floor type selector must be in the up position for carpets or the down position for hard floors. • For the Taski Evo, there is no requirement to make adjustments for different floor surfaces.
Step 4		<ul style="list-style-type: none"> • In a methodical manner, on a daily basis, vacuum all carpets and upholstery including stairs and corridors. • The vacuum must be moved slowly across the carpet or upholstery in order to achieve the best possible cleaning. • For areas of heavy soiling, it may be necessary to repeatedly moved the vacuum slowly across the affected area. • Moveable furniture must be moved to allow for cleaning behind and underneath.

Step 5		<p>After each use:</p> <ul style="list-style-type: none"> • Switch off the vacuum cleaner, unplug it from the mains power and check the dust collection bag. • There is an indicator on the vacuum cleaner which turns orange when the dust collection bag is full. On both models, the indicator is located close to where the hose connects to the vacuum cleaner. • Ensure that all contact points are cleaned using a blue cloth and sanitiser after use.
Step 6		<p>If the dust collection bag is full, it must be replaced before the vacuum cleaner can be used again.</p> <p>For the Taski Evo:</p> <ul style="list-style-type: none"> • Use the release catch to open the vacuum cleaner. • Squeeze the plastic clips on either side of the top of the dust collection bag and carefully remove it from the vacuum cleaner. Dispose of the full dust collection bag in the general waste bin. <p>For the Taski Aero:</p> <ul style="list-style-type: none"> • Twist the end of the hose to remove it from the front of the vacuum cleaner. • Use the clips on either side of the vacuum cleaner to remove the top cover. • Carefully pull the dust collection bag out of the vacuum cleaner and dispose of it in the general waste bin. <ul style="list-style-type: none"> • For both models, push an empty dust collection bag into position, ensuring that is securely fitted into the holder. • Reassemble the vacuum cleaner.
Step 7		<ul style="list-style-type: none"> • The vacuum cleaner power cable must be carefully coiled around the fittings on the vacuum cleaner prior to returning it to storage. • The vacuum cleaner must either be stored in a back of house area or in a locked cupboard.
Step 8		<ul style="list-style-type: none"> • Replacement dust collection bags, filters or spare parts can be ordered via the property maintenance system. • If any maintenance issues are identified, the vacuum cleaner must not be used until the damaged parts have been replaced. It is not possible to raise a callout for vacuum cleaners via the property maintenance system.