



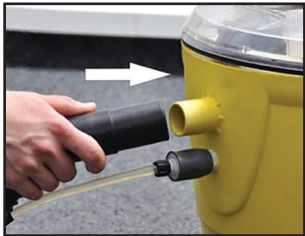


Cloth	Blue
PPE	<ul style="list-style-type: none"> Safety glasses 
Chemicals	<ul style="list-style-type: none"> Carpet cleaning tablets Surface sanitiser
Reference	<ul style="list-style-type: none"> Safety policies Chemical safety manual Risk assessment manual SOP - B0026 - Dealing with a spillage SOP - B0063 - Use of vacuum cleaners 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"> Carpet cleaning machine Yellow hazard warning sign

Step 1		<ul style="list-style-type: none"> Carpet cleaning machines can be ordered for hire via the property maintenance system, supply only order. Once the order has been raised, telephone Hire Station on 0845 601 3351 to arrange the drop-off and collection date and time. Carpet cleaning tablets can be ordered via the property maintenance system, supply only order.
Step 2		<ul style="list-style-type: none"> Prior to every use, the carpet cleaning machine 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 carpet cleaning machine is labelled accordingly as "Do not use".
Step 3		<ul style="list-style-type: none"> Prior to completing a carpet and upholstery clean, the carpet and upholstery must be vacuumed. Refer to SOP - B0063 - Use of vacuum cleaners. The carpet and upholstery clean must be completed at a time when it can be left untouched afterwards for a minimum of 6 hours. Ensure that carpet and upholstery is dry before allowing customer access. 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 4		<ul style="list-style-type: none"> Connect the clear, small hose to the bottom socket on the end of the carpet cleaning machine. This hose will click into place. Connect the black, larger hose to the top socket on the end of the carpet cleaning machine. This hose does not click into place, and just needs pushing firmly.

Step 5



- Connect the clear, small hose to the bottom socket on the handle of the cleaning tool. This hose will click into place.
- Connect the black, larger hose to the top socket on the handle of the cleaning tool. This hose does not click into place, and just needs pushing firmly.

Step 6



- Remove the clear lid from the front section of the carpet cleaning machine.
- Lift the bucket out of the machine.
- Fill the bucket with warm water (not warmer than +50°C).
- Empty the bucket of warm water into the clean water chamber at the rear of the carpet cleaning machine, taking care not to exceed the 'MAX' level.
- Place the bucket back into the front section of the carpet cleaning machine.
- Replace the clear lid, ensuring that it is securely fitted in place.
- With dry hands, plug the carpet cleaning machine into the mains power and switch the plug on.

Step 7



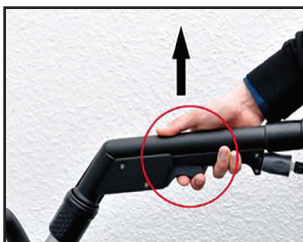
- Whilst wearing safety glasses, add a carpet cleaning tablet to the clean water chamber at the rear of the carpet cleaning machine.
- Leave the tablet to dissolve for 5 minutes before using the carpet cleaning machine.

Step 8







- Press both buttons on the top of the carpet cleaning machine to switch on the spray and the suction.

Step 9



- To spray detergent solution onto the carpet or upholstery, squeeze the trigger on the cleaning tool.
- Working in a methodical manner, use the cleaning tool to spray detergent solution onto the carpet or upholstery, release the trigger and then use the cleaning tool to vacuum up the detergent solution.
- Highly soiled areas must be sprayed with the detergent solution and allowed to soak for 10 minutes before vacuuming the solution up again.

Step 10		<ul style="list-style-type: none"> • If the clean water chamber at the rear of the carpet cleaning machine runs out of water during use, refer to Step 11 to empty the dirty water, and then refer to Step 6 and Step 7 to refill with fresh water and detergent before continuing with the carpet cleaning.
Step 11		<p>Once cleaning has been completed:</p> <ul style="list-style-type: none"> • Press both buttons on the top of the carpet cleaning machine to switch off the spray and the suction. • With dry hands, unplug the carpet cleaning machine from the mains power. • Remove the clear lid from the front section of the carpet cleaning machine. • Lift the bucket out of the machine and dispose of the dirty water in a sink or down a floor drain. Do not use a hand wash basin to dispose of this water. • Place the bucket back into the front section of the carpet cleaning machine. • Place the clear lid loosely back onto the carpet cleaning machine to allow it dry out. • Clean all contact points using a blue cloth sprayed with sanitiser.
Step 12	 	<p>If any water remains in the clean water chamber at the rear of the carpet cleaning machine:</p> <ul style="list-style-type: none"> • Place the bucket back into the front section of the carpet cleaning machine. • Replace the clear lid, ensuring that it is securely fitted in place. • With dry hands, plug the carpet cleaning machine into the mains power and switch the plug on. • Press the suction button on the top of the carpet cleaning machine, and use the cleaning tool to vacuum the water out of the clean water chamber at the rear of the carpet cleaning machine. • Once the clean water chamber at the rear of the carpet cleaning machine is empty, press the suction button on top of the carpet cleaning machine to switch if off, and then follow the process in Step 11 to empty the bucket.