






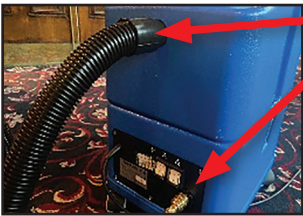


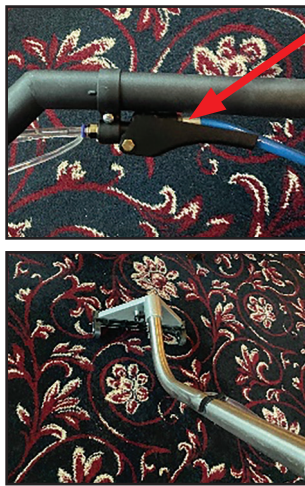


Cloth	Blue
PPE	<ul style="list-style-type: none"> • Safety glasses • Rubber gloves  
Chemicals	<ul style="list-style-type: none"> • Carpet shampoo • Surface sanitiser
Reference	<ul style="list-style-type: none"> • Safety policies • Chemical safety manual • Risk assessment manual • SOP - B0026 - Dealing 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
Model Ref	

Step 1		<ul style="list-style-type: none"> • Carpet cleaning machines can be ordered via the property maintenance system, supply only order. • Carpet shampoo 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		<p>To fill the tank:</p> <ul style="list-style-type: none"> • Release the clips on either side of the upper tank. • Lift the upper tank off the machine. • Use the filling hole to add 10 litres of cold water to the lower tank. • Whilst wearing rubber gloves and safety glasses, add carpet shampoo to the lower tank. The dilution rate is 500ml of carpet shampoo to 10 litres of water (1 part chemical to 20 parts water). • Replace the upper tank and secure in place using the clips on either side.
Step 5		<ul style="list-style-type: none"> • Connect the black, larger vacuum hose to the inlet on the upper tank. • Connect the thin vacuum hose to the outlet on the lower tank.
Step 6		<ul style="list-style-type: none"> • Connect the black, larger hose to the top socket on the handle of the cleaning tool. • Connect the thin vacuum hose to the bottom socket on the handle of the cleaning tool.
Step 7		<ul style="list-style-type: none"> • With dry hands, plug the carpet cleaning machine into the mains power and switch the plug on. • Switch on the water pump and vacuum motor using the two switches on the side of the machine.

**Step
8**

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

**Step
9**

- If the clean water chamber at the bottom of the carpet cleaning machine runs out of water during use, switch off the machine and empty the upper tank into a floor drain or sink (not a hand wash basin).
- Refer to Step 4 to refill the lower tank with fresh water and carpet shampoo before continuing with the carpet cleaning.

**Step
10**

- Once cleaning has been completed:
- Press both buttons on the side of the carpet cleaning machine to switch off the water pump and the suction.
 - After every use, empty all the water from both tanks and dispose of down a sink (not a hand wash basin) or floor drain.
 - Refer to Step 4 to refill the lower tank with 2 litres of clean water only.
 - Switch on the water pump only, and with the nozzle of the cleaning tool pointed at a floor drain or into a sink, squeeze the trigger on the cleaning tool to flush chemical residue out of the system.
 - Switch off the water pump.
 - With dry hands, unplug the carpet cleaning machine from the mains power.
 - Empty all the water from both tanks and dispose of down a sink or floor drain.

**Step
11**

- Remove the water filter from the inside the lower tank by pulling it.
- Rinse the water filter under running water before replacing.
- Store the machine in a cool and dry place with the cover open.